SECRETARY II - BILINGUAL

Class Code: 0221
Job Family: Administrative/Clerical/Secretarial
Classification: Support Staff
Terms of Employment: Pay Grade 46 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, performs routine and detailed secretarial tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Obtains and relays information from visitors on their needs.
2. Schedules appointments, meetings, and conferences.
3. Prepares letters and reports in conformance with given principles of style.
4. Plans and organizes work and works independently with minimal supervision.
5. Performs various secretarial tasks, including the operation of various business machines and record keeping.
6. Conforms to safety standards, as prescribed.
7. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves secretarial tasks requiring minimal independent judgment.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of secretarial practices, office machines, and record keeping.
2. Willingness to perform simple and routine tasks.
3. Ability to interpret, apply, and explain instructions given orally and in writing.
4. Ability to plan and organize work and work independently with minimal supervision.
5. Ability to keep information confidential and maintain an ethical attitude.
6. Ability to apply basic grammatical rules.
7. Ability to work under pressure and meet short deadlines.
8. Ability to set priorities.
9. Ability to learn and apply procedures.
10. Ability to work flexible hours or shifts.
11. Ability to recognize and report hazards and apply safe work methods.
12. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of secretarial/clerical experience.
3. Verified keyboarding/typing score of 40 words per minute net.
4. Bilingual Conversational Assessment – demonstrated conversational proficiency in English and another language as measured by a Clark County School District-administered assessment. Registration through Pathlore is required.
KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR 
APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK 

Licenses and Certifications:
None Specified

Preferred Qualifications:
Verified dictation score of 80 words per minute.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1.  High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2.  Verified keyboarding/typing score of 40 words per minute net.
3.  Verification of successful completion of the Clark County School District administered Bilingual Conversational 
    Assessment.
4.  Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities – schools and department offices.

WORK ENVIRONMENT:
Strength:  Sedentary/Light - Exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands:  Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine
motor activities.  Hearing and speech to communicate in person, via video conference and computers, or over the
telephone.  Mobility to work in a typical office setting and use standard office equipment.  Stamina to remain seated and
maintain concentration for an extended period of time.  Vision:  Frequent near acuity, occasional far acuity, and color
vision.  Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions:  Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat.
Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards:  Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific
assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing
cabinets/equipment, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity
or expression, age, disability, or national origin.