Administrative Secretary I

Position Details
Class Code: 0240
Job Family: Administrative/Clerical/Secretarial
Classification: Support Professional
Terms of Employment: Pay Grade 51 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision, provides administrative secretarial support requiring initiative and sound judgment.

Essential Duties and Responsibilities
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. May plan, organize, and supervise secretarial/clerical work for related regions, divisions, and unit offices.
2. May prepare reports and compile agenda items for Clark County School District Board of Trustees meetings.
3. Recommends changes for efficiency.
4. Gathers data from a variety of sources for inclusion in technical reports; performs independent research and prepares information for special projects, as assigned.
5. Provides administrative support by researching data, obtaining information, coordinating and disseminating information and following-up on the progress and status of projects.
6. Obtains and relays information from visitors on their needs and when necessary, refers to appropriate administrative secretary or administrative staff.
7. Interprets, explains, and applies written and verbal instructions, procedures, and regulations within realm of responsibility.
8. Routes correspondence to the Board of Trustees office, other administrators, and support professionals.
9. Schedules meetings for School Associate, Assistant, and Deputy Superintendents with various groups, as assigned.
10. Attends meetings and conferences and takes notes.
11. Prepares reports on own initiative or as directed.
12. Executes assignments of administrative detail, as assigned.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

This class is distinguished as being the first level in the administrative secretarial series, responsible to Assistant Superintendents. They are responsible for complex secretarial duties pertaining to important documents and confidential information within related regions and division offices.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations in relation to division/department/unit operations.
3. Knowledge of personal computers (PC) and software applications, which includes word-processing, databases, spreadsheets, and presentations.
4. Ability to plan, organize, and set priorities.
5. Ability to keep information confidential and maintain an ethical attitude.
6. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
7. Ability to do editorial checking for spelling, punctuation, and grammar.
8. Ability to use discretion and make sound judgments, as appropriate.
9. Ability to determine procedures for handling unique problems.
10. Ability to meet predetermined deadlines and flexible in shifting to new tasks when priorities change.
11. Ability to promote public relations and to deal tactfully and diplomatically with people.
12. Ability to concentrate on accuracy of details.
13. Ability to work flexible hours or shifts.
14. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
15. Ability to cooperate with management, staff, outside agencies, and the public.
16. Ability to recognize and report hazards and apply safe work methods.
17. Possess physical and mental stamina commensurate with the responsibilities of the position.

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**Position Requirements**

**Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Three (3) years of secretarial/clerical experience involving public contact.

**Licenses and Certifications**

None specified.

**Preferred Qualifications**

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 80 words per minute and/or transcription of recordings at an equivalent rate.

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**Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

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**Examples of Assigned Work Areas**

District facilities, schools, and department offices.

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**Work Environment**

**Strength**

Sedentary/light - exert force to 25 lbs., occasionally.
Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, 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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, 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 for occasional to frequent time periods.

Hazards
Furniture, office equipment, communicable diseases, chemicals and fumes (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 and printers, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

AA/EOE Statement
The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.
Job Revision Information

- Revised: 03/09/23
- Created: 03/19/18