

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 efficiency improvements.
4. Gathers data for technical reports; researches and prepares information for special projects, as assigned.
5. Researches data, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
6. Addresses visitor inquiries and refers to appropriate administrative staff, when necessary.
7. Interprets, explains, and applies written/verbal instructions, procedures, and regulations within area of responsibility.

8. Routes correspondence to the Board of Trustees office, administrators, and support professionals, as appropriate.
 9. Schedules meetings for School Associate, Assistant, and Deputy Superintendents, as assigned.
 10. Attends meetings/conferences and takes notes.
 11. Prepares reports on own initiative or as directed.
 12. Executes administrative assignments, as assigned.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties concerning important documents and confidential information within regional and division offices.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations relative to assigned area.
2. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
3. Knowledge of computers and software applications, including word-processing, databases, spreadsheets, and presentations.
4. Ability to plan, organize, and prioritize work.
5. Ability to keep information confidential and maintain an ethical attitude.
6. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
7. Ability to perform 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; flexible in shifting to new tasks as priorities change.
11. Ability to promote public relations and deal tactfully/diplomatically with people.
12. Ability to concentrate on accuracy of details.
13. Ability to work flexible hours/shifts.
14. Ability to judge when to act independently and when to refer situations to a supervisor.
15. Ability to cooperate with management, staff, outside agencies, and the public.

16. Ability to recognize/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' secretarial/clerical experience involving public contact.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) and transcribe recordings at 80 words per minute.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. 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.

Work Environment

Strength

Sedentary/light - exert force up 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 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, or 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

Computers, printers, copiers, 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: 07/25/23
- Created: 03/19/18