

# Executive Secretary – Employee-Management Relations (EMR)

## Position Details

Class Code: 4287

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, provides administrative assistance and office management for the Employee-Management Relations (EMR) offices of the Clark County School District.

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## Essential Duties and Responsibilities

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

1. Acts as the executive secretary to the Director III, EMR and EMR staff.
2. Coordinates workflow.
3. Performs labor relations research duties.
4. Composes/prepares labor relations communications, confidential correspondence, and special reports.
5. Assists in preparing EMR office budgets, maintaining expenditure controls, purchasing office supplies, and paying labor-related expenditures.
6. Opens, organizes, and maintains confidential files, including labor relations.
7. Informs District legal offices, administrators, and supervisors of labor-related procedures and District personnel policies.
8. Maintain integrity/confidentiality of employee and departmental documentation.

9. Performs special projects as directed, with latitude for exercising some independent judgment and initiative.
  10. Assists in payroll-processing functions.
  11. Performs essential filing and recordkeeping functions (i.e., coordinates and maintains departmental/employee files), both hard-copy and electronic.
  12. Processes, monitors, and maintains association business leave requests.
  13. Processes employee absence reports and earnings requests.
  14. Maintains/processes support professional and police officer sick leave pools.
  15. Audits files and prepares them for storage.
  16. Processes fitness-for-duty documents.
  17. May collect, process, and deliver requests for information (RFI) for all bargaining groups and individuals.
  18. Processes appeals and grievances for all collective bargaining associations (CBAs) and individuals.
  19. Schedules and maintains hearings.
  20. Prepares, monitors, and tracks files for all grievances/appeals.
  21. Processes settlement agreements.
  22. Answers phone calls; directs calls to appropriate individuals.
  23. Maintains status logs.
  24. Provides information to other District departments upon request.
  25. Logs licensed/support professional discipline into the EMR database.
  26. Processes and tracks Clark County Education Association (CCEA) contract waiver requests.
  27. Processes document removal requests.
  28. May implement/apply contract language and negotiated agreement changes.
  29. May interpret, implement, and communicate pertinent negotiated agreement language.
  30. May execute, follow-up, and/or track employee agreements.
  31. Researches, compiles, and analyzes data from various sources.
  32. Independently researches, prepares, and summarizes information for special projects, as assigned.
  33. Audits payroll variances and monitors budgets to provide assistance.
  34. Interprets regulations, policies, and procedures to employees and the public.
  35. Provides input for the evaluation of assigned support staff.
  36. Conforms to safety standards, as prescribed.
  37. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Manages the District's EMR department, providing labor relations research and performing highly-responsible secretarial duties.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of labor relations terms and procedures.
  2. Knowledge of applicable federal, state, and local statutes/laws concerning EMR.
  3. Knowledge of grievance and appeal processes.
  4. Knowledge of how to implement/apply contract changes and negotiated agreements.
  5. Knowledge of labor arbitrations.
  6. Knowledge of District budget and payroll systems.
  7. Knowledge of modern office organization.
  8. Ability to plan/organize labor relations files and office work.
  9. Ability to maintain confidentiality of information.
  10. Ability to train, supervise, manage, and evaluate the work of others.
  11. Ability to exercise diplomacy, tact, and good judgment.
  12. Ability to assume responsibility.
  13. Ability to prioritize and work independently.
  14. Ability to communicate effectively with individuals and groups.
  15. Ability to read/interpret directions and perform work safely.
  16. Ability to compile written reports.
  17. Ability to recognize/report hazards and apply safe work methods.
  18. Proficiency in editing and proofreading.
  19. Ability to demonstrate strong communication skills.
  20. Extensive knowledge of personal computers and software, including word-processing, databases, spreadsheets, and presentations.
  21. Ability to determine procedures for handling unique problems.
  22. Ability to work flexible hours/shifts.
  23. Ability to work cooperatively with management, staff, outside agencies, and the public.
  24. 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 Educational Development (GED), foreign equivalency, etc.)
2. Five (5) years' secretarial/clerical experience including extensive labor relations; or,  
Bachelor's Degree from an accredited college/university in labor relations, human resources, or a related field, and one (1) year of experience as described above; or,  
Associate degree from an accredited college/university in labor relations, human resources, or a related field, and three (3) years' experience as described above.

### Licenses and Certifications

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

### Preferred Qualifications

Experience dealing with EMR/disciplinary matters.

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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. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD EMR offices.

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## Work Environment

### Strength

Sedentary/light – exert force up to 25 lbs., occasionally.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, calculators/adding machines, fax machines, telephones, tape recorder, filing cabinets/office equipment, etc.

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## **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: 08/29/23
- Created: 10/07/21