

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, demonstrating 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 and clerical work for related regions, divisions, and unit offices.
2. May prepare reports and compile agenda items for Clark County School District (CCSD) Board of Trustees meetings.
3. Recommends improvements to enhance efficiency.
4. Gathers data for technical reports and researches information for special projects, as assigned.
5. Researches data, coordinates information, distributes findings, and follows up on project statuses and progress.
6. Addresses visitor inquiries and refers them to appropriate administrative staff, when necessary.
7. Interprets, explains, and applies written and 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 and conferences, taking accurate 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 performing complex secretarial duties involving important documents and confidential information within regional and division offices.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations related 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 maintain confidentiality and uphold an ethical attitude.
6. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
7. Ability to perform editorial review for spelling, punctuation, and grammar.
8. Ability to exercise discretion and make sound judgments, as appropriate.
9. Ability to establish procedures for handling unique or complex problems.
10. Ability to meet deadlines and adapt quickly to shifting priorities.
11. Ability to foster positive public relations and interact tactfully and diplomatically with others.
12. Ability to maintain accuracy and attention to detail.
13. Ability to work flexible hours and shifts.
14. Ability to judge when to act independently and when to refer situations to a supervisor.
15. Ability to collaborate effectively 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 (General Educational Development [GED], foreign equivalency, etc.).
2. Three (3) years' secretarial/clerical experience involving public contact.

NOTE: Some departments may require selected candidates to pass an extensive background check or investigation.

Licenses and Certifications

Applicant/Employee must be able to provide their own transportation.

Preferred Qualifications

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

Document(s) Required at Time of Application

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

CCSD facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

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, Video Display Terminal screens, 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: 08/29/25
- Created: 03/19/18