

Administrative Secretary III

Position Details

Class Code: 0251

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides administrative and management support, requiring a high degree of awareness, tact, creativity, and initiative in directing projects, completing tasks, and resolving problems.

Essential Duties and Responsibilities

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

1. Manages the internal operations of the Clark County School District (CCSD) Regions and divisional offices for the Superintendent, Deputy, Assistant, and Associate Superintendents, including coordinating and scheduling meetings.
2. Plans, organizes, implements, and supervises secretarial and clerical work for Regions, Assistant, Associate, and Deputy Superintendents, and the Superintendent's office.
3. Prepares reports and compiles agenda items for CCSD Board of Trustees meetings.
4. Compiles agenda items and relevant supporting materials for submission to the Superintendent, Deputy Superintendents, and Chief of Staff, as requested.
5. Provides leadership, supervision, and daily oversight to the Superintendent's office, Regions, and department staff; ensures smooth information flow, effective service delivery, and proper implementation of procedures.

6. Researches, compiles, and analyzes data from multiple sources.
 7. Conducts independent research and prepares summaries of information for special projects, as assigned.
 8. Audits payroll variances for accuracy and monitors budgets to provide support.
 9. Provides administrative support by researching inquiries, gathering and sharing information, and following up on project status.
 10. Demonstrates the authority and ability to resolve issues at the lowest level.
 11. Maintains frequent contact with the public and employees at all levels, obtaining and relaying information to visitors based on their needs, and referring them to appropriate administrative staff when necessary.
 12. Interprets rules, regulations, policies, and procedures for employees and the public.
 13. Provides explicit or general directions and routes correspondence to the Board of Trustees, administrators, and support staff.
 14. Utilizes advanced computer software skills to prepare correspondence, complex reports, charts, tables, and forms; Maintains and provides statistical information; composes memos, correspondence, or reports, as directed.
 15. Reviews materials for typographical and grammatical accuracy, proper formatting, conformance with procedures, internal consistency, and required approvals.
 16. Attends meetings and provides agenda and minute support, including dictation, note-taking, and transcription.
 17. Provides input for the evaluation of assigned support staff.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

This class is one step below the top level in the administrative secretarial series. The Administrative Secretary III performs complex secretarial duties, managing confidential information, and provides direction and leadership to secretaries and other staff within the Superintendent's office, Regions, and divisional offices. Work is often accomplished by directing or collaborating with other secretarial and clerical staff. The position involves diverse and complex matters requiring extensive knowledge of the Assistant, Associate, Deputy Superintendent, and Superintendent's areas of responsibility.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations in relation to Regions and divisions.
 2. Knowledge of Open Meeting Law (OML) requirements.
 3. Knowledge of secretarial practices, office equipment, office management, and recordkeeping/accounting procedures.
 4. Knowledge of CCSD budget and payroll systems.
 5. Knowledge of personal computers (PCs) and software applications, including word processing, databases, spreadsheets, and presentations.
 6. Ability to plan, organize, and prioritize work, and to work independently without immediate supervision.
 7. Ability to maintain confidentiality and maintain an ethical attitude.
 8. Ability to obtain cooperation and ensure compliance without direct authority.
 9. Possess strong writing skills and perform editorial review for spelling, punctuation, and grammar.
 10. Ability to exercise discretion and make sound judgments.
 11. Ability to demonstrate strong leadership and communication skills.
 12. Ability to establish procedures for addressing unique or complex problems.
 13. Ability to meet predetermined deadlines and adapt to new tasks as priorities change.
 14. Ability to promote positive public relations and interact tactfully and diplomatically with others.
 15. Ability to focus on accuracy and attention to detail.
 16. Ability to work flexible hours or shifts.
 17. Ability to judge when to act independently and when to refer situations to an administrator.
 18. Ability to work cooperatively with management, staff, external agencies, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. 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. Five (5) years of secretarial or clerical experience with extensive public contact.

Licenses and Certifications

Applicant/Employee must be able to provide their 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, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme 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, typewriters, copiers, calculators, 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: 09/02/25
- Created: 01/14/03