

Administrative Secretary II

Position Details

Class Code: 0250

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides administrative secretarial support requiring a high degree of concentration and independent judgment.

Essential Duties and Responsibilities

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

1. Plans, implements, organizes, and supervises secretarial and clerical work for assistant/associate superintendents and divisional/unit offices.
2. Prepares reports and compiles agenda items for Clark County School District (CCSD) Board of Trustees meetings.
3. May serve as liaison to departmental secretaries; supervises, directs, and coordinates to ensure effective information flow, service delivery, and procedure implementation.
4. Recommends improvements to enhance efficiency.
5. Researches, compiles, and analyzes data for technical reports.
6. Prepares and summarizes information for special projects, as assigned.
7. Researches inquiries, coordinates and distributes information, and monitors project statuses and progress.
8. Responds to visitor inquiries and refers them to appropriate administrative staff as necessary.

9. Interprets regulations, policies, and procedures for employees and the public.
 10. Provides direction and routes correspondence to the Board of Trustees, administrators, and support professionals.
 11. Attends meetings and conferences, taking accurate notes.
 12. Prepares complex reports on own initiative or as directed.
 13. Executes administrative assignments, as directed.
 14. May supervise and evaluate assigned support professionals.
 15. May take and transcribe dictation or recorded notes.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties involving important documents and confidential information within administrative offices, often accomplished with the support from other secretarial and clerical staff, as appropriate.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations in relation to assigned area.
2. Knowledge of Open Meeting Law (OML) requirements.
3. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
4. Knowledge of computers and software applications, including word processing, databases, spreadsheets, and presentations.
5. Knowledge of CCSD budget and online absence reporting (OARS) systems.
6. Ability to plan, organize, and prioritize work independently without immediate supervision.
7. Ability to maintain confidentiality and maintain demonstrate an ethical attitude.
8. Ability to secure cooperation and compliance without direct authority.
9. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
10. Ability to supervise and evaluate staff.
11. Ability to perform editorial review for spelling, punctuation, and grammar.
12. Ability to exercise discretion and make sound judgments.
13. Ability to establish procedures for addressing unique or complex problems.
14. Ability to meet deadlines and adapt quickly to shifting priorities.

15. Ability to foster positive public relations and interact tactfully and diplomatically with others.
 16. Ability to maintain accuracy and attention to detail.
 17. Ability to work flexible hours and shifts.
 18. Ability to judge when to act independently and when to refer situations to an administrator.
 19. Ability to collaborate with management, staff, outside agencies, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. 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. Four (4) years' secretarial/clerical experience with 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: 09/02/25
- Created: 10/27/08