

CHURCHILL COUNTY SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY

FSLA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

DEFINITION

Performs highly skilled and confidential office support work of moderate to considerable difficulty including advanced special skill areas such as high speed typing and word processing, dictation, special projects, composition, data gathering and reporting, and substantial program knowledge; applies and interprets established departmental or school policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director or designee, performs advanced and/or specialized administrative and office support functions for the organization.

ESSENTIAL FUNCTIONALS: *Performance of these functions is the reason this job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Performs complex secretarial duties involving the use of independent judgment and an understanding of departmental functions and procedures.
2. Prepares written drafts of correspondence and reports; prepares meeting agendas; researches and assembles informational packets for meeting attendees and other interested parties; takes meeting notes and summarizes minutes of meetings.
3. Performs receptionist duties for the office; screens calls, visitors and mail; responds to requests for information and assistance; interprets policies, rules and regulations in response to inquiries and complaints; assists in the resolution of concerns and complaints; refer inquiries as appropriate.
4. Maintains appointment schedules and calendars; arranges meetings as directed; prepares schedules and inform participants, confirming dates and times; makes hotel and travel reservations as directed.
5. Coordinates information and communication from and to the office of the Superintendent and/or Directors, obtains interpret and provide information to teachers, parents, organizations and others concerning office functions and District policies and procedures.
6. Maintains budget records and files; gather and compile information required by the Superintendent, and/or Director for budget development.

CHURCHILL COUNTY SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY continued...

7. Receives, processes, and verifies bills, invoices, purchase orders, claims, and related materials; tabulates and codes data for processing; posts information to appropriate accounts, logs, and/or reports; makes adjustments in accounts and balances totals as appropriate; traces and corrects errors and omissions.
8. Establishes, revises, and maintains filing system and other clerical procedures.
9. Provides support to customers, clients, members of the general public, and other staff of the District in person and/or by phone by answering inquiries related to the District's operations, services, programs, and records; receives complaints and expressions of dissatisfaction with services or programs offered or individual treatment received and attempts to resolve such; possesses familiarity with and explains to the public, internal staff, and others the District's rules, policies, and procedures.
10. Maintains confidentiality of information processed or received during the course of performing assigned duties.
11. Maintains accurate records and prepares reports based on data obtained from records and other sources, process data in accordance with prescribed procedures.
12. Orders supplies and equipment for area assigned as required; opens, sorts and distributes mail.
13. Assigns work and projects; trains and serves as a resource for and reviews work products of other support and clerical staff within the department and/or District.

QUALIFICATIONS - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education or training.)*

Knowledge of:

- Projects and programs in assigned office;
- Modern office practices, procedures, methods and equipment;
- Business letter writing and basic report preparation;
- Principles and procedures of record keeping;
- Correct English usage, spelling, grammar and punctuation;
- Basic mathematical principles;
- Budgeting principles and practices; and
- Principles and procedures for financial record keeping;
- Intermediate to advanced computer skills including; Microsoft Office and specialized software (*i.e. PowerSchool, AESOP, Infinite Visions*); and
- Techniques of organizing and collecting data.

CHURCHILL COUNTY SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY continued...

Skills to:

- Operate standard office machines and equipment including computers, typewriters, printers, copiers, calculators, and fax machines;
- Follow oral and written instructions and to exercise independence and judgment;
- Perform a broad range of complex administrative and clerical tasks involving the use of judgment and requiring accuracy and speed; and
- Proof the work of others and identify and correct errors or omissions in language usage, syntax, spelling, and arithmetic calculation.

Ability to:

- Learn and apply school district policies and procedures;
- Perform responsible secretarial and administrative work with speed and accuracy;
- Maintain complete records and compile accurate reports;
- Compose correspondence independently;
- Take notes at meetings and conferences and compose them into clear and concise reports;
- Type and enter data at a speed necessary for successful job performance;
- Learn and effectively use computer hardware and software applicable to assignment;
- Assist in monitoring a budget;
- Work effectively in the absence of supervision;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four (4) years of increasingly responsible secretarial experience, with an emphasis on bookkeeping/accounting skills, preferably in a school setting.

Experience in an educational setting is desirable which frequently entailed the use of a computer to prepare complex narrative and/or statistical or financial documents. Experience which demonstrated the ability to interact positively with the public and/or internal or external customers and to oversee the work of others.

CHURCHILL COUNTY SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY continued...

Training:

Possession of a high school diploma or its equivalent (GED); supplemented by secretarial course work; bookkeeping, accounting or related field is desirable.

Required Certification and Licenses:

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Physical and Mental/Intellectual Requirements - *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job*

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

CHURCHILL COUNTY SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY, continued

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body		X		
Reaching away from body		X		
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation		X		
Repetitive Work			X	
Weight Barring				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				

CHURCHILL COUNTY SCHOOL DISTRICT

Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	X			
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Audio Arms	X			
Ability to Smell	X			

Working Conditions: Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____