

CHURCHILL COUNTY SCHOOL DISTRICT

SECRETARY TO THE SUPERINTENDENT AND BOARD OF TRUSTEES

FSLA: Non-Exempt

Created: 10/2004

Last Revised: 06/2014

DEFINITION

Performs highly confidential, complex, diversified and responsible secretarial work in support of the District Superintendent; to relieve the Superintendent of administrative and clerical details; and to provide liaison services and clerical support to the Board of Trustees. Exercise initiative and judgment in planning and organizing work, completing assignments, and handling routine and unusual problems.

SUPERVISION RECEIVED AND EXERCISED

Works independently under general supervision. Receives direction from the Superintendent and the Board of Trustees. The employee is expected to exercise initiative and judgment in planning and organizing work, completing assignments, and handling routine and unusual problems. Provides immediate to general supervision to office support staff in the Superintendent's office.

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

1. Performs a wide variety of secretarial duties on behalf of the Superintendent; type correspondence, statistical data and reports; compose correspondence as necessary.
2. Responsible for managing internal operations of the Superintendent's office.
3. Maintains confidentiality of information processed or received during the course of performing assigned duties.
4. Assists with administrative details in the compilation of Board agenda items; prepares Board agendas for regular and special meetings; types, assembles and distributes agendas; assists departments with questions on items; prepares routine Board items; maintains report calendars on regular Board agenda items.
5. Attends all Board of Trustee meeting, provides agendas and records and transcribes the minutes of all meetings in compliance with Nevada law.
6. Answers questions pertaining to Board agendas or refer to appropriate staff.
7. Prepares postings of special meetings in compliance with rules and regulations.
8. Attends Board meetings; maintains official records of minutes; assists in final assembly and distribution of agendas for Superintendent's Cabinet meetings.
9. Maintains Superintendent's appointment calendar; make travel arrangements, reservations and registrations for the Superintendent and Board members' attendance at meetings and conferences.

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10. Promotes positive public relations through effective communications and interaction with Board of Trustees, Superintendent's Cabinet and other levels of District staff, community and business leaders, and general public.
11. Supervises and evaluates the work of others involved in office support work; plan, organize and schedule work of office support staff.
12. Receives and screens visitors and telephone calls; answer questions from the public and District personnel; refers callers to other departments or staff as appropriate.
13. Maintains a variety of records and files; maintain calendar for Boardroom; record absences for personnel in District office.
14. Utilizes advanced software skills to prepare correspondence, complex reports, presentations, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports as directed.
15. Coordinates major clerical projects involving other District Office secretarial and clerical personnel; supervises temporary office personnel in the Superintendent's Office; assists in the selection process for District Office secretarial personnel as required.
16. Prepares materials submitted to the public; to include correspondence, contracts, and other legal documents.
17. Performs a variety of general clerical duties; receives, reads and distributes mail; orders, receives and distributes supplies and materials.
18. Interprets, communicates and applies District rules, procedures and policies.

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

Knowledge of:

- Basic functions and clerical operations of a school district;
- Pertinent Federal, State, and local laws, codes and regulations;
- Modern office practices, procedures, methods, and equipment;
- Business letter writing and basic report preparations; and
- English usage, spelling, grammar and punctuation.

Skills to:

- Instruct, train, assign, direct and review the work of subordinates;
- Communicates clearly and concisely, both orally and in writing;
- Effectively operate office equipment including a computer, copier, scanner and fax; a
- Understand and follow oral and written instructions; and
- Use initiative in making suggestions and accomplishing tasks that will assist in the efficient operation of the Superintendent's office.

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Ability to:

- Interpret and apply Federal, State and local policies, procedures, laws, and regulations;
- Learns, communicates and apply school district policies and procedures;
- Performs difficult and responsible clerical and secretarial work with speed and accuracy;
- Learns and effectively uses computer hardware and software applicable to assignment;
- Summarizes clearly, concisely and accurately minutes of meetings and proceedings;
- Maintains confidentiality of work;
- Maintains complete records and compiles accurate reports;
- Composes correspondence independently;
- Types and enters data at a speed necessary for successful job performance;
- Takes and transcribes dictation at a speed necessary for successful job performance;
- Operates standard office machines and equipment; and
- Establishes and maintains 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:

Five (5) years of increasingly responsible administrative secretarial experience preferably in the public sector, involving highly confidential and administrative level experience which has provided the knowledge, skills and abilities outlined above is required.

Three (3) years must have included supervision or projects and/or staff, organization, coordination, and performance of duties at a responsible level.

Training:

High School diploma or equivalent supplemented by secretarial course work.

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Required Certifications and Licenses:

A valid Nevada driver's license is required at the time of hire.

CPR/First Aide certification required at the time of hire.

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.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

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

ESSENIAL 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	X			
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing	X			

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Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring	X			
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				
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			

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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: _____

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