

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Secretary

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 208 or 220 days a year as determined by position, hours to be established by site principal.

JOB GOAL: To ensure the efficient operation of the school office to ensure the maximum contribution to the success of the staff and students of the school is possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Responsible for attendance record keeping and the completion of attendance reports.
2. Under the direction of the Principal, responsible for activity fund and book fund record keeping, deposits, and disbursements.
3. Responsible for submitting time sheets for classified Employees to payroll in a timely manner.
4. Responsible for record keeping for teacher and classified Employees absences.
5. Assist the Principal in securing substitute teachers or classified employees when needed.
6. Responsible for operation of the computerized attendance, grade reporting and scheduling system.
7. Maintains student files, cumulative records, transcripts, and other necessary student information.
8. Supply teachers and other staff with necessary materials from school supplies.
9. Assist the Principal with inventory.
10. Assist the Principal and Athletic Director in submitting necessary reports, forms and schedules.
11. Responsible for general filing in school office.
12. Screen and route correspondence.
13. Composes, prepares, and edits correspondence and reports.
14. Maintains the school calendar and schedules appointments and meetings for the Principal.
15. Serves as a receptionist for visitors.
16. Screens and routes telephone calls.
17. Plans, organizes and sets priorities on work, and works independently without immediate supervision.
18. Interprets, explains and applies written and oral instructions, procedures and regulations.
19. Determines procedures for handling unique problems.
20. Performs minor first aid to students and staff when necessary.
21. Responsible for preparing requisitions for the Principal, teachers, and other staff.
22. Responsible for checking deliveries against purchase orders and/or invoices.
23. Responsible for requisitioning necessary office supplies.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to learn relevant regulations and rules.
2. Ability to work cooperatively with students, staff, parents, and the general public.
3. Recognizes and reports hazards, conforms to safety standards as prescribed.
4. Knowledge of office procedures.
5. Ability to operate office equipment, including computers and various online programs.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, and conforms to safety standards as prescribed.
9. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
10. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

- 1. High School Diploma or equivalent
- 2. Post-secondary training in secretarial skills or experience in a secretarial position.
- 3. Aptitude for successful completion of assigned tasks.
- 4. Proficiency in typing.

Licenses and Certifications:

- 1. Must have a passing score on the site level Secretary/Clerical test as administered by the District.
- 2. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, 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, a Video Display Terminal (VDT) screen, and 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 and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.

Working Conditions: Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, and other supplies necessary to perform the function of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

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

Approved by: 
Superintendent

3-22-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____