



JOB DESCRIPTION

TITLE:	SECRETARY I – SCHOOL/DEPARTMENT
REPORTS TO:	SITE ADMINISTRATOR
TERMS OF EMPLOYMENT:	180 - 260 DAYS/YEAR
SALARY RANGE: CLASSIFIED SALARY SCHEDULE 4-C	\$21.39 - \$30.59 EMPLOYER/EMPLOYEE PAID \$18.01 - \$25.74 EMPLOYER PAID PERS
BENEFITS:	Nevada State Public Employees Retirement System (PERS) – 20+ HRS. PER WEEK Employer paid Medical, Dental, Vision and Life Insurance – 25+ HRS. PER WEEK No State Tax
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

Under the guidance of the site administration/supervisor, provides office support work of moderate difficulty involving public contact, filing, and phone work. The Secretary I will perform a variety of tasks in special skill areas such as typing, work processing, data entry, attendance, academic tracking, recording keeping and reporting, or a related area. The Secretary I also applies and interprets established district, school or departmental policies and procedures.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Type correspondence, minutes, agendas, reports, forms, charts and other materials using a computer and/or typewriter.
- ★ Perform student-related services including attendance, tracking, record keeping, reports, and correspondence.
- ★ Proof and edit typewritten work and check forms and other materials for accuracy and completeness.
- ★ Answer and screen phone calls, obtain information from caller, answer or refer questions and take messages; assist the public, parents, and students in person and over the phone.
- ★ Maintain records and compile information from records and complete daily, monthly, and annual activity or other reports or compilations; resolve discrepancies in records and follow up as necessary.
- ★ Perform data entry work and print reports; verify computer entry and outputs.
- ★ File and retrieve materials, develop modifications to filing system, cross reference materials, and sort and index for filing or distribution.

- ★ May serve as primary clerical support to site administrator(s); explain standard policies/procedures or refer questions to other persons, schools, departments or agencies.
- ★ Prepare and distribute correspondence; schedule meetings and facilities.
- ★ Gather, compile and copy materials using a photocopy machine; sort, staple and bundle materials.
- ★ Open, sort and distribute mail; check in supplies; post notices; keep calendars; notification of deadlines.
- ★ In the absence of the school nurse or health care professional, and within the legal scope of practice per the Nevada State Board of Nursing, dispense medications (this includes RX and Over-the-Counter medications), provide basic first aid for injuries (wearing gloves and cleaning up abrasions/lacerations, applying antibiotic ointment and Band-Aids, give ice packs, etc.), provide basic assessment skills for illnesses (take a temperature and act accordingly based on the result, etc.), call parents for non-emergencies, call 9-1-1 for emergencies, and provide basic diabetic care for the purpose of meeting immediate health care needs.
- ★ May assist with Head Secretary responsibilities in her/his absence.

NON-ESSENTIAL FUNCTIONS

Perform related duties as assigned.

WORK CONTACTS

Frequent contact with school/department staff, students, teachers, parents, other district personnel, and the public to provide and obtain information and direct, coordinate and manage work activities.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of computer usage and ability to use, email, internet, software, computer/word processing equipment/programs; modern office practices, procedures and equipment; basic grammar, spelling, punctuation, and arithmetic; school/department programs, organization, operations and specialized procedures relative to area of assignment; and recordkeeping systems.

ABILITY TO

- ★ Type at a speed necessary for successful performance (50 WPM).
- ★ Exercise confidentiality, tact, diplomacy, and independent judgment in the performance of duties.
- ★ Follow established policies and procedures.
- ★ Multi-task and successfully work with students, staff and public.
- ★ Read and interpret documents such as safety rules, operating and maintenance instructions, procedural manuals, and governmental regulations.
- ★ Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent.
- ★ Apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form.
- ★ Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ★ Clearly, accurately, and appropriately communicate with students, teachers, parents and members of the community.
- ★ Meet timelines and exercise good judgement while working in a dynamic environment.

- ★ Operate common office machines.
- ★ Work well with others from diverse backgrounds.
- ★ Produce accurate work in a sometimes-stressful environment with frequent deadlines.
- ★ Establish and maintain complete and accurate data gathering, recordkeeping and filing systems.
- ★ Work independently without supervision and as a team member.
- ★ Operate a computer and related equipment.
- ★ Prepare reports.
- ★ Pay close attention to detail.
- ★ Appropriately handle stress and interact with others.
- ★ Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed independently under general supervision of the site administrator or supervisor and may receive technical supervision from the Head or Administrative Secretary. The employee is expected to exercise initiative and judgement in planning and organizing work, completing assignments, and handling routine problems. The site administrator or supervisor shall at least annually evaluate the Secretary I – School/Department's performance.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES ☐ NO ☒

ACCEPTABLE EXPERIENCE AND TRAINING

One (1) or two (2) years experience involving typing, office machine operation, data entry, record keeping or other office work relative to area of assignment and high school graduation or equivalent including or supplemented by courses in typing, word processing, data processing or office procedures; or any equivalent combination of experience and training which provides the knowledge and abilities to perform the work.

LICENSES/CERTIFICATES

Ability to obtain a valid CPR/First Aid card and Nevada Driver License.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

EMPLOYEE COPY

Signature of Employee: _____

Date: _____

