

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary to the Deputy Superintendent

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: The purpose of the position is to perform a support role for the Deputy Superintendent, as well as provide support to the District's Maintenance and facilities department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Maintain files regarding legal agreements, property deeds, facilities, property insurance, bids for equipment or services and school facilities files.
2. Maintain files for all school sites regarding facilities (i.e. new heating systems installed, painting completed, expansion of school buildings, remodeling new construction).
3. Prepare bid documents and compile data for the Board recommendation for any facility improvement and construction.
4. Maintain records of all building projects including working with local and state level departments.
5. Assist the Director of Finance on publication notices and quarterly reports to the State Department
6. Obtain "Certificates of Insurance" for school activities requiring insurance coverage of our group while using other facilities.
7. Collect Principal and Assistant Principal monthly work calendars.
8. Collect and forward Staff Travel Requests, Staff Travel Reports and Field Trip Requests.
9. Coordinating with district insurance carrier and each school the number of students attending for the necessary forms to be sent to the individual school by the insurance firm in the summer for the distribution of insurance flyers after school starts.
10. Document and forward any reported student accidents to district insurance carrier.
11. Document and forward any non-employee insurance related claims to Warren Reed Insurance and work with Alternative Service concepts for claims.
12. Document, process and notify parents, school sites and other school districts of approved or denied variance requests.
13. Prepare packets and Board Notices for Expulsion Hearings, serve as clerk for Expulsion Hearings, send notice of outcomes to school sites and parents, and maintain file of expulsion outcomes.
14. Notifies parents, schools, and the board when student is to return to school at the end of their expulsion period.
15. Maintain annual APEP reports.
16. Provide support to District Maintenance Supervisor as needed.
17. Maintain records regarding asbestos inspections.
18. Prepare bid documents for new carpet, bleachers, etc.
19. Prepare Purchase Orders.
20. Maintain reports for the Maintenance RT system.
21. Prepare and enter hazmat permit information to the State Fire Marshall for all LCSD sites.
22. Perform all other related duties as assigned by Deputy Superintendent or their designee.

ACCOUNTABILITES: Works under the direct supervision and is evaluated by of the Deputy Superintendent.

POSITION EXPECTATIONS:

1. Be familiar with computer programs such as Microsoft Office Suite, as well as other desktop publishing and word processing software.
2. Knowledge of office procedures, and functions of office equipment such as copier, fax machine, and multi-line phone system.
3. Familiar with the Lyon County School District policies and procedures.
4. Ability to work independently without direct supervision.
5. Strength in dealing with multiple tasks simultaneously.
6. Ability to perform highly detailed and complex clerical work.
7. Skills to communicate effectively with other members of the school district, as well as the general public.
8. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
9. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS: Education and Training:

1. Must possess high school diploma or equivalent.
2. Must be able to type at least 50 WPM, as well as have proficiency with 10-key data entry.
3. Some clerical experience in data entry or record-keeping desired, but not required for this position.
Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL 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.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

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 who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, 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 noise 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).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

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

ESSENTIAL FUNCTION	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 of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
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 Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				

Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to 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) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____