

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary to Secondary Education Services and Operations

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Pay Structure (12 month, 8 Hour Paid Workday)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under the supervision and direction of Executive Directors of Operations and Secondary Education Services, this position assists these departments in the procurement, inventory, and distribution of curricula materials to schools and other processes related to the operations of the LCSD. This position assists with data entry, communication, reports, and other educational services related to student discipline, field trips and related activities. This position works under the direct supervision of both Directors but is evaluated by the Executive Director of Secondary Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Responsible for inputting purchase requisitions for both secondary education services and operations departments.
2. Assist with scheduling, meetings, professional development, district wide curricular events/projects, phone calls, website department pages, and travel logistics for both secondary education services and operations departments.
3. Maintain record keeping for contracts, memberships, subscriptions, etc. for both secondary education services and operations departments.
4. Maintain files regarding legal agreements, property deeds, facilities, property insurance, bids for equipment or services and school facilities files.
5. Assists with the record keeping, advertisement posting, bids, etc. of facilities and information technology related projects.
6. Maintain project files and assist in bid document preparation for all school sites regarding facilities (e.g. new heating systems installed, painting completed, expansion of school buildings, remodeling new construction, etc.).
7. Advertise and coordinate bid projects; manage construction documentation and progress payments.
8. Oversee prevailing wage reporting and submission to the Nevada Labor Commission.
9. Obtain "Certificates of Insurance" for school activities requiring insurance coverage of our group while using other facilities and assist in insurance claim processing.
10. Collect and forward Staff Travel Requests; Staff Travel Reports and Field Trip Requests.
11. Coordinating with district insurance carriers 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.
12. Document and forward any reported student accidents to the district insurance carrier.

13. Document and forward any non-employee insurance related claims to Warren Reed Insurance and work with Alternative Service concepts for claims.
14. 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 a file of expulsion outcomes.
15. Notifies parents, schools, and the board when a student is to return to school at the end of their expulsion period.
16. Maintains, processes, and forwards annual reporting for APEP, and other education services and operations related reports.
17. Prepare and enter hazmat permit information to the State Fire Marshall for all LCSD sites.
18. Serve as backup to other district office administrative secretaries as needed.
19. Regular and consistent punctuality and attendance.
19. Perform all other related duties, as assigned by both the Executive Directors of Secondary Education Services and Operations or designee.

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 multiline phone system.
3. Familiar with the Lyon County School District policies and procedures, as well as Nevada Revised Statutes associated with student discipline, projects advertising, acceptance of bids, and award of contracts. Ability to work independently without direct supervision.
4. Strength in dealing with multiple tasks simultaneously received from different department personnel
5. Ability to perform detailed clerical work.
6. Skills to communicate effectively with other members of the school district, as well as the general public.
7. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
8. Ability to work independently without direct supervision, and on a team completing complex tasks.
9. Evening meetings and some district wide travel will be required throughout the year.

POSITION REQUIREMENTS:

Education and Training:

1. Must possess a 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. Clerical experience in data entry and record-keeping is required for this position.

Licenses and Certifications:

1. None

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 REQUIREMENTS 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/Supervisor Signature: _____ Date: _____