

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Administrative Assistant and Federal/State Reports Coordinator**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 12 months

**JOB GOAL:** Assists the Superintendent and serves as backup to the Board of Trustees in various clerical, organizational, and administrative assistant responsibilities. Delegates and tracks district and state reports for timely completion.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Serves as primary resource person to the Superintendent. Schedules and coordinates activities, maintains calendar and schedule of appointments; organizes materials for meetings and conferences; arranges for accommodations and amenities.
2. Serves as a centralized district contact for all District, Federal, and State reports, delegates and tracks timely completion of said reports. Assists with assuring state required data is collectable from within the student information system.
3. Conducts research and prepares reports of diversified nature relating to administrative problem solving, decision-making, and policy matters.
4. Serves as secondary resource person to the Board of Trustees and establishes and maintains good rapport with the school community, general public, and fellow employees.
5. Monitors and coordinates written and verbal communications in the office for the attention of the Superintendent including phone calls, faxes and emails. Prepares agendas and backup material for Superintendent Meetings.
6. As a secondary resource schedules video conferences within the district.
7. Assists with Bill Draft Reports during legislative years as requested by the Superintendent.
8. Posts agendas in accordance with the Nevada Open Meeting Law.
9. Works extended hours to provide staff support at board meetings as needed/requested to meet deadlines.
10. Provides temporary back-up staff support to other positions within the District Office, when requested.
11. Performs other tasks related to area of responsibilities as requested/assigned by Supervisor.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Working knowledge of Nye County School District Policies, Administrative Regulations, procedures, the school system and its operation.
2. Superior typing, dictation, online research and calendaring skills.
3. Knowledge of general office procedures, business machines, computers, word processing and various software programs.
4. Demonstration of responsible decision making and ability to research and organize complex records, confidential records, data processing/analysis and performance of duties at a responsible level with minimal supervision.
5. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
6. Ability to plan and organize work activities and to work under pressure, meet deadlines and to exercise flexibility with new tasks as priorities change.
7. Ability to concentrate on accuracy of details, maintain detailed records and apply established procedures to work activities.
8. Ability to assist district level administration with privileged information while maintaining the highest degree of confidentiality.
9. Demonstrated ability to cooperate with management, staff, school board members, outside agencies and the public.
10. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.

11. Recognizes and reports hazards, conforms to safety standards as prescribed.
12. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
13. Familiar with District 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. Five (5) years practical experience in office procedures
3. Bachelor's degree preferred

##### **Licenses and Certifications:**

1. Valid Nevada Driver License

##### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy
3. Ability to pass NCSD District Level Secretarial Test

##### **WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires 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: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office/library/classroom equipment, communicable diseases.

**Working Conditions:** Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of 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

5/31/17  
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: \_\_\_\_\_