



Southern Nevada Health District Administrative Secretary

CLASS CODE	1120	SALARY	\$27.27 - \$38.01 Hourly
ESTABLISHED DATE	March 30, 2025	REVISION DATE	March 30, 2025

JOB DEFINITION

Responsible for providing confidential secretarial and administrative assistance to a division manager or department head; may provide lead direction to an office support staff.

Distinguishing Characteristics:

This class is distinguished from other District office support classes in that incumbents provide secretarial and office administrative services for a designated division manager or a department head.

Supervision Received and Exercised:

- This is a clerical level position that is under general supervision.
- This position does not exercise supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

This job description lists examples of essential duties and requirements of the job and is not all-inclusive.

Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Composes drafts and a wide variety of finished documents.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase and repair and personnel document preparation.
- May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various office files; purges files as required.
- Assists with the development and administration of the division budget; may prepare or maintain statistical, fiscal or payroll information.
- Follows up on projects, transmits information, and keeps informed of division activities.

- Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- May provide lead direction to office support staff; may instruct staff in work procedures and/or review work for format, accuracy and consistency.
- Promotes and supports the overall mission of SNHD by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment.

MINIMUM QUALIFICATIONS

Education, Experience, and Training:

- High School Diploma/GED; AND four (4) years of administrative support experience; **OR** an equivalent combination of education, training and experience.
- Associate's degree is preferred.
- Four (4) years of increasingly responsible relevant work experience equivalent to or above the level of the District Senior Administrative Assistant position.
- One (1) year of supervision is desired.
- Must be proficient in Microsoft Word, Excel and have basic competency in Access.
- Must have a typing speed of a minimum of 50 words per minute.

Licenses, Certificates, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Incident Command System training, ICS 100, ICS 200 and NIMS within six (6) months of date of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Policies and procedures of the department to which assigned.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic; applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill and Ability to:

- Providing varied secretarial and office administrative assistance to management, supervisory and professional staff.
- Using tact, discretion, initiative and independent judgment with established guidelines.
- Analyzing and resolving varied office administrative problems.

- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

CORE COMPETENCIES

- **C**ommitment: Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **A**ccountability: Carry out responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **R**espect: Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **E**xcellence: Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **S**ervice: Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Mobility to work in a typical office setting, use standard office equipment; stamina to sit for extended periods of time; agility and strength to exert 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move/carry objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

Work Environment:

Work is performed in an office environment.

ADDITIONAL JOB DETAILS & INFORMATION

- FLSA Status: Non-Exempt
- Bargaining Unit: Eligible
- Pay Scale: Schedule 18
- Supervisor Classification: No
- EEO-4 Category: Administrative Support

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200, and ICS 700 (NIMS) as a condition of continuing employment, prior to the completion of the probationary period.

This job description is intended to indicate the essential functions and levels of work difficulty to the position and is not intended to describe in detail all the position's specific duties and responsibilities nor exclude other duties of similar level of difficulty. Additionally, it is not intended to limit management's right to assign, direct, and control the work of employees under their supervision.