

# CLARK COUNTY SCHOOL DISTRICT

## HUMAN RESOURCES DIVISION

### ADMINISTRATIVE CLERK

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Class Code: 0200

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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#### POSITION SUMMARY:

Under general direction, plans, organizes, directs, and reviews complex clerical activities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plans, organizes, and sets priorities on work and works independently with minimal supervision.
2. Organizes and supervises the maintenance of complex records and files.
3. Plans coordination of work of several others in terms of needs of particular tasks.
4. Prepares complex reports on own initiative or as directed.
5. Suggests and initiates decisions to improve workflow or to modify clerical procedures.
6. Promotes public relations and deals tactfully and diplomatically with people.
7. Determines procedures for handling unique problems.
8. Interprets, explains, and applies written and oral instructions, procedures, and regulations.
9. Prepares correspondence to explain material being sent to answer requests and complete forms.
10. Develops procedures for obtaining information from employees, from records, or by observation.
11. Conforms to safety standards as prescribed.
12. Performs other tasks related to the position as assigned.

#### DISTINGUISHING CHARACTERISTICS:

Involves complex clerical tasks requiring substantial judgment and analytical ability.

#### POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of school district operation in relation to division/department operations.
2. Knowledge of business machines, office equipment, and record keeping/accounting.
3. Ability to create original reports, correspondence, and procedures.
4. Ability to promote public relations and deal tactfully and diplomatically with people.
5. Ability to plan, supervise, and coordinate work of several others in terms of needs of particular tasks.
6. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
7. Ability to keep information confidential and maintain an ethical attitude.
8. Ability to do editorial checking for spelling, punctuation, and grammar.
9. Ability to concentrate on accuracy of details.
10. Ability to determine procedures for handling unique problems.
11. Ability to cooperate with management, staff, and the public.
12. Ability to recognize and report hazards and apply safe work methods.
13. Judgment as to when to act independently and when to refer situations to supervisor.

**POSITION REQUIREMENTS:**

**Education, Training, and Experience:**

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Three (3) years of clerical experience.
3. Verified keyboarding/typing score of 45 words per minute net.

**Licenses and Certifications:**

None Specified

**Preferred Qualifications:**

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District facilities-schools and department offices.

**WORK ENVIRONMENT:**

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

Physical Demands: Frequent reaching, handling, repetitive motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens 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 to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

### **EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark 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, or disability 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 Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.