

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

APPRENTICE DRAFTER

Class Code: 7725

Job Family: Skilled Trades/Technicians

Classification: Support Staff

Terms of Employment: Pay Grade 47 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under direct supervision assists in the preparation of working plans and detail drawings from sketches and notes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assists in preparing scaled drawings.
2. Assists in taking field measurements and collecting data for preparation of drawings for alterations, additions, and renovation of district facilities.
3. Assists in updating existing site drawings.
4. Assists in preparing blueprints from original drawings.
5. Maintains drawing files, microfilm cards, contract plans and specifications.
6. Catalogs record drawings.
7. Conforms to safety standards as prescribed.
8. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves assisting in the preparation of line drawings for building modifications and sitework.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of drafting practices and procedures.
2. Knowledge of drafting tools and machines.
3. Knowledge of mathematics.
4. Knowledge of building codes.
5. Ability to plan and organize work.
6. Ability to read and interpret written and/or oral instructions.
7. Ability to do detailed and exacting work.
8. Ability to work flexible hours or shifts.
9. Ability to relate well with administrators, employees, and the public.
10. Ability to recognize and report hazards and apply safe work methods.

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. Completed courses in drafting or equivalent experience.

09/12/88

Revised: (10/30/90; 01/03/95; 05/08/98; 07/15/05; 06/14/07; 01/12/09)

Licenses and Certificates:

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement **and** at time of interview prior to final selection.

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 transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicle.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Business & Finance Division, schools and other district facilities.

WORK ENVIRONMENT:

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

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision 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 moderate noise intensity levels.

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, copy machines, calculators, fax machines, telephones, 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.

09/12/88

Revised: (10/30/90; 01/03/95; 05/08/98; 07/15/05; 06/14/07; 01/12/09)