

Clerk Typist II

Position Details

Class Code: 0116

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 42 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, performs routine clerical tasks.

Essential Duties and Responsibilities

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

1. Prepares letters, memos, bulletins, narrative reports, and tables from rough drafts.
 2. Proofreads reports, letters, and other documents.
 3. Posts information to files/records.
 4. Records information on standard Clark County School District forms.
 5. Addresses inquiries in-person or over the phone.
 6. Sorts/files correspondence, memos, and reports.
 7. Operates office business machines.
 8. May perform media center, library, switchboard, or graphics responsibilities.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves clerical work supporting teachers, supervisors, administrators, or other clerical positions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn and apply procedures.
 2. Ability to interpret verbal and written instructions.
 3. Ability to apply basic grammatical rules.
 4. Ability to perform basic mathematical calculations.
 5. Ability to maintain confidentiality of information.
 6. Ability to learn the use of office equipment.
 7. Ability to meet predetermined deadlines.
 8. Ability to multitask.
 9. Ability to maintain accurate records.
 10. Ability to handle simple tasks with speed and accuracy.
 11. Ability to accept informal supervision from several people.
 12. Ability to judge when to act independently and when to refer situations to a supervisor.
 13. Ability to work flexible hours/shifts.
 14. Ability to work cooperatively with employees, students, parents/guardians, the public, and other agencies.
 15. Ability to recognize/report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. One (1) year of clerical experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities, schools, departments, and auxiliary sites.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outside with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate 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.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/25/23
- Created: 05/27/20