

# Related Services Personnel Specialist

## Position Details

Class Code: 0131

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, this position supports all of the Related Services Departments: Occupational and Physical Therapy (OT/PT), Speech-Language and Audiology, Psychological Services, and Child Find, assisting applicants through the Human Resources Division (HRD) hiring process, advertising positions, collaborating with recruitment specialists, and acting as a liaison for HRD and Related Services. Additionally, the position is responsible for processing the attendance for OT/PT and Related Services staff, assisting families, students, and staff who come to the Brinley Service Center and/or Dr. Beth Howe Center for Child Find evaluations, Audiology testing, or professional learning sessions. This position also assists with the day-to-day office operations of the Related Services Departments.

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## Essential Duties and Responsibilities

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

1. Performs Related Services Human Capital Management (HCM) functions such as maintaining, inputting, and verifying data across all HCM systems; ensures the inclusion and accuracy of required information; assists staff on system input and provides training aides; guides and assists staff in resolving related issues.

2. Performs tasks in the applicant tracking system (ATS) such as auditing, processing, or initiating requisitions, transfers, recommendations for hire, etc.
  3. Assists all Related Services applicants through the application process, providing department-specific information to applicants and directing them to the appropriate contact or resource, if needed.
  4. Gathers information necessary to schedule applicants for interviews.
  5. Composes and types emails, letters, reports, and other correspondence.
  6. Communicates and provides information to administrators and supervisors regarding staffing needs, personnel procedures, and Clark County School District policies/regulations related to personnel matters.
  7. Provides information to staff and applicants regarding employment opportunities, benefits, and other personnel-related issues.
  8. Tracks position vacancies to ensure compliance with staffing entitlement and departmental needs.
  9. Pre-screens applications to ensure that the applicant is qualified and able to license, if applicable.
  10. Requests Qualified Selection Pool (QSP) lists from the HRD and routes to supervisors/department heads with existing vacancies in a timely fashion.
  11. Assists in placement of Related Services Department's outside contractor staff and ensures that appropriate steps are taken before hire.
  12. Assists in conducting personnel research projects; collects, analyzes, and interprets a variety of data.
  13. Assists with other building-related tasks such as signing out District Vehicle(s) as needed, answering phones and transferring calls, greeting building visitors, and assisting with the overall function of the Related Services Department.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex, responsible clerical/technical duties requiring substantial judgment and analytical abilities related to Human Resources (HR) functions.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Thorough knowledge of the practices and procedures of HCM systems.

2. Knowledge of District policies, regulations, and negotiated agreements impacting HR functions as they relate to the Related Services Departments.
  3. Knowledge of Nevada State licensure requirements and their impact on Related Services licensed staff.
  4. Ability to work independently.
  5. Ability to effectively communicate with people of diverse cultural, educational, and economic backgrounds, verbally and in writing.
  6. Ability to maintain confidentiality of information.
  7. Ability to work cooperatively with employees, applicants, the public, and other agencies.
  8. Skill and proficiency in utilizing Microsoft Office and Google applications.
  9. Ability to judge when to act independently and when to refer situations to an administrator.
  10. Ability to plan and organize work.
  11. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, and facsimile machines.).
  12. 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 Education Development (GED), foreign equivalency, etc.).
2. Have completed a minimum of 60 credit hours from an accredited college or university, plus two (2) years of progressively responsible experience working in human resources, payroll systems, or business functions; or,  
Possess an associate's degree or higher from an accredited college or university, plus two (2) years of progressively responsible experience working in human resources, payroll systems, or business functions; or,  
Four (4) years of progressively responsible experience working in human resources, payroll systems, or business functions.

### **Licenses and Certifications**

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

## Preferred Qualifications

Experience dealing with personnel administration and heavy public contact.

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## Document(s) Required at Time of Application

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

Clark County School District facilities and department offices.

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## Work Environment

### Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/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

Climate-controlled office setting with temperatures ranging from mild to moderate 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).

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## Examples of Equipment/Supplies Used to Perform Tasks

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

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### 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: 05/19/23
- Created: 03/27/23