

Intake Clerk

Position Details

Class Code: 0133

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, receives, reviews, updates, and processes documents using established procedures.

Essential Duties and Responsibilities

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

1. Receives documents; serves as the first point-of-contact for employees, community/governmental agencies, and the public.
2. Composes correspondence independently or upon request.
3. Reviews information for accuracy and completeness.
4. Researches and compiles data/information for statistical purposes.
5. Serves as the site contact to provide non-technical information.
6. Maintains and updates computer database; compiles, stores, and retrieves information to prepare statistical/financial reports.
7. Performs and assists in recordkeeping duties.
8. Operates office equipment (i.e., computer, printer, copier, switchboard, fax machine, microfilm machine, etc.)
9. Conforms to safety standards, as prescribed.
10. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves clerical duties supporting operations and functions where assigned.

Knowledge, Skills, and Abilities (Position Expectations)

1. General knowledge of clerical practices, business machines, computers, and word processing.
 2. Ability to learn specific vocabulary relevant to work area.
 3. Ability to plan and organize work activities.
 4. Ability to maintain confidentiality of information.
 5. Ability to effectively communicate with people of diverse cultural, educational, and economic backgrounds.
 6. Ability to apply established procedures to work activities.
 7. Ability to collect and compile data.
 8. Ability to establish and maintain cooperative working relationships with fellow employees.
 9. Ability to concentrate on accuracy of details.
 10. Ability to meet predetermined deadlines and shift suddenly to new tasks as priorities change.
 11. Ability to judge when to act independently and when to refer situations to a supervisor.
 12. Ability to work cooperatively with employees, other agencies, and the public.
 13. Ability to recognize/report hazards and apply safe work methods.
 14. 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. Three (3) years' clerical/secretarial experience involving heavy public contact.

Licenses and Certifications

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

Preferred Qualifications

Experience in specific work environments may be preferred according to the advertised vacancy.

Document(s) Required at Time of Application

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

Clark County School District facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light – exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/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 climate-controlled office settings to work outdoors 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, playground/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: 08/16/23
- Created: 08/02/91