

Senior Documents Clerk

Position Details

Class Code: 0137

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, coordinates, manages, and supervises document control and assists in the preparation and dissemination of the bid program.

Essential Duties and Responsibilities

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

1. Supervises and provides input for the evaluation of assigned staff.
2. Assembles drawings, specifications, and front-end documents for all rehabilitation bids (telephone and formal).
3. Ensures all bid package components are accurate for each project.
4. Assists administrators in developing and maintaining document control of projects relative to Construction Rehabilitation and Modernization.
5. Assists in preparing, monitoring, and maintaining up-to-date legal documents and contracts.
6. Receives, screens, and distributes correspondence, reports, and bulletins.
7. Confers with the legal department for Clark County School District standards on contracts.
8. Controls purchase and return of bid documents with contractors.
9. Attends bid openings and processes bid results.

10. Communicates with vendors and contractors in connection with rehabilitation and modernization projects.
 11. Prepares Board items for contract awards and change orders.
 12. Tracks and maintains accurate payment records on projects.
 13. Responsible for department storage and retention of legal documents.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves management, organization, maintenance, distribution, preparation, and retrieval of records, legal documents, plans, specifications, and contracts.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computerized project management hardware/software for document indexing and retrieval.
 2. Knowledge of construction terms.
 3. Ability to establish procedures for receiving and disbursing monies and bid documents.
 4. Ability to concentrate on accuracy of details.
 5. Ability to work independently without supervision.
 6. Ability to supervise, train, and evaluate employees.
 7. Ability to keep information confidential.
 8. Ability to plan, organize, and prioritize work.
 9. Ability to meet predetermined deadlines.
 10. Ability to communicate clearly, verbally and in writing.
 11. Ability to work flexible hours or shifts.
 12. Ability to judge when to act independently and when to refer situations to an administrator.
 13. Ability to work cooperatively with employees, vendors, and the public.
 14. Ability to recognize and report hazards and apply safe work methods.
 15. 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. Three (3) years of secretarial/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

Clark County School District facilities – schools and department offices.

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

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).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, 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: 05/25/23
- Created: 11/17/93