

# Zoning Clerk

## Position Details

Class Code: 0290

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, performs clerical duties related to preparing/maintaining zoning maps and geographic distributions of students.

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## Essential Duties and Responsibilities

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

1. Prepares, corrects, maintains, and distributes zoning maps.
2. Assists in data collection, preparation, and geographic distribution of students.
3. Assists in the address match (ADMATCH) process by collecting data and correcting student records which do not match the Dual Independent Map Encoding (DIME-address) file.
4. Interfaces with schools to gather information regarding the Zone Exception Reports.
5. Audits, distributes, and maintains Zone Exception Report.
6. Verifies and maintains accuracy of the School Assignment Directory.
7. Records zoning public input meetings.
8. Assists in preparing the Clark County School District Master Plan.
9. Answers District and public inquiries related to school zoning.
10. Conforms to safety standards, as prescribed.
11. Performs other tasks related to the position, as assigned.

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## **Distinguishing Characteristics**

Involves specialized clerical duties relating to school zoning activities.

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

1. Ability to meet predetermined deadlines.
  2. Ability to interpret written and verbal instructions.
  3. Ability to work independently without supervision.
  4. Ability to read and understand maps.
  5. Ability to perform mathematical computations.
  6. Ability to communicate clearly, verbally and in writing.
  7. Ability to plan and organize work.
  8. Ability to work flexible hours or shifts.
  9. Ability to work cooperatively with employees, parents/guardians, and the public.
  10. Ability to recognize and report hazards and apply safe work methods.
  11. 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**

1. Bilingual.
2. Computer literate.

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## 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, and department offices.

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## 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various computers, printers, telephones, calculators, copy machines, fax machines, 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: 06/07/23
- Created: 05/04/93