

Information Aide

Position Details

Class Code: 0305

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides information to the public, employees, and media concerning Clark County School District activities/policies and Communications Section practices.

Essential Duties and Responsibilities

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

1. Assists in providing information to public, staff, students, and news media.
2. Assists in distributing media-related materials and bulk mailings for the department.
3. Assists in editing of the "Hotline" and types text.
4. Prepares correspondence for the Superintendent and/or District Board of Trustees.
5. Coordinates the distribution and prompt handling of all dated releases.
6. Assists the administrative assistant and communications specialists on special projects and assignments.
7. Reads news articles, newsletters, etc. to keep current on education-related events, procedures, publicity methods, etc.
8. Directs visitors/calls to appropriate administrator or school/department.

9. Provides secretarial/clerical support for administrative assistants and communications specialists.
 10. Supervises student assistants in clerical activities.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Informs the public, employees, and news media of District activities/policies and Communications Section practices.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Southern Nevada mass media infrastructure.
 2. Knowledge of District departments and schools.
 3. Knowledge of office practices and procedures.
 4. Ability to write clearly and concisely.
 5. Ability to relate well with students, employees, the public, and media representatives.
 6. Ability to work independently.
 7. Ability to work under pressure and meet deadlines.
 8. Ability to work flexible hours/shifts.
 9. Ability to recognize/report hazards and apply safe work methods.
 10. 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' clerical/secretarial experience involving heavy public contact.

Licenses and Certifications

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

Preferred Qualifications

Verified dictation of at least 80 words per minute net.

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

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

Computers, printers, copiers, calculators, fax machines, telephones, 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: 09/01/23
- Created: 09/01/83