

Police Services Timekeeping Specialist

Position Details

Class Code: 4055

Job Family: Police Services

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides administrative, secretarial, and timekeeping activities supporting Police Services requiring initiative and sound judgment.

Essential Duties and Responsibilities

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

1. Responsible for the accurate submission of time and absences for all employees in all employee groups within the Clark County School District Police Department (CCSDPD) including department overtime and responsibility pay.
2. Plans and supervises the clerical work of office staff to ensure prompt, accurate submission and tracking of time records, reports, correspondence, tabulations, and other office materials.
3. Creates, interprets, and applies written and verbal instructions/procedures necessary for clerical staff.
4. Maintains frequent contact with department employees at all levels and gives explicit or general directions for time submission. Obtains information regarding pay discrepancies; demonstrates authority and ability to resolve pay/time reporting issues independently.

5. Coordinates with the Clark County School District Athletic Department (CCSDAD) on requests for officers to work, including but not limited to, middle/high school basketball and football games. Responsible for creating athletic overtime assignments for officers in the Clark County School District Overtime Management System and verifying time is monitored, reported, and paid accurately in the Human Capital Management (HCM) System.
 6. Coordinates officer overtime assignments with outside law enforcement agencies. Responsible for creating overtime assignments for officers in the Clark County School District Overtime Management System and verifying time is monitored, reported, and paid accurately in HCM.
 7. Researches and gathers data from a variety of sources for inclusion in technical reports; performs independent research and prepares information for special projects and dissemination to other Clark County School District departments, as assigned.
 8. Responsible for invoicing the CCSDAD as well as outside agencies for police overtime payments; assists in verifying that CCSDPD receives payment.
 9. Maintain integrity/confidentiality of department records and employee documentation.
 10. Interprets, explains, and applies written/verbal instructions, procedures, and regulations within realm of responsibility.
 11. Responsible for maintaining the billing codes for Grants, Facilities, and every school in the District that requests police officer support for events. Accurately enters billing codes into HCM so that employees are paid out of the appropriate funding sources.
 12. Maintains and communicates department personnel assignments, shifts, and reports to information.
 13. Responsible for reviewing payroll audit reports for accuracy, approving time as needed, and communicating with District Payroll in regards to HCM system errors.
 14. Completes special projects as directed, with latitude for exercising some independent judgment and initiative.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex, responsible clerical and timekeeping duties and a thorough understanding of CCSDPD needs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations in relation to division/department/unit operations.
 2. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting.
 3. Knowledge of personal computers and software applications including word-processing, databases, spreadsheets, and presentations.
 4. Ability to plan, organize, and prioritize.
 5. Ability to keep information confidential and maintain an ethical attitude.
 6. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
 7. Ability to perform editorial checking for spelling, punctuation, and grammar.
 8. Ability to use discretion and make sound judgments, as appropriate.
 9. Ability to determine procedures for handling unique problems.
 10. Ability to meet predetermined deadlines; flexible in shifting to new tasks when priorities change.
 11. Ability to promote public relations and deal tactfully/diplomatically with people.
 12. Ability to concentrate on accuracy of details.
 13. Ability to work flexible hours or shifts.
 14. Ability to judge when to act independently and when to refer situations to a supervisor.
 15. Ability to cooperate with management, staff, outside agencies, and the public.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. 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 involving public contact.
3. Candidates must successfully pass a comprehensive background investigation conducted by CCSDPD prior to hire.

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

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 and printers, copy machines, calculators/adding machines, fax machines, telephones, filing cabinets/office 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: 05/23/23
- Created: 02/25/22