

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE CLERK

Class Code: 0200
Grade: 50

CLASS DEFINITION AND SUMMARY:

Under general direction, plans, organizes, directs, and reviews complex clerical activities.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Plans, organizes, and sets priorities on work and works independently with minimal supervision.
Organizes and supervises the maintenance of complex records and files.
Plans coordination of work of several others in terms of needs of particular tasks.
Prepares complex reports on own initiative or as directed.
Suggests and initiates decisions to improve workflow or to modify clerical procedures.
Promotes public relations and deals tactfully and diplomatically with people.
Determines procedures for handling unique problems.
Interprets, explains, and applies written and oral instructions, procedures, and regulations.
Prepares correspondence to explain material being sent to answer requests and complete forms.
Develops procedures for obtaining information from employees, from records, or by observation.
Conforms to safety standards as prescribed.
Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves complex clerical tasks requiring substantial judgment and analytical ability.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school district operation in relation to division/department operations.
Knowledge of business machines, office equipment, and record keeping/accounting.
Ability to create original reports, correspondence, and procedures.
Ability to promote public relations and deal tactfully and diplomatically with people.
Ability to plan, supervise, and coordinate work of several others in terms of needs of particular tasks.
Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
Ability to keep information confidential and maintain an ethical attitude.
Ability to do editorial checking for spelling, punctuation, and grammar.
Ability to concentrate on accuracy of details.
Ability to determine procedures for handling unique problems.
Ability to cooperate with management, staff, and the public.
Ability to recognize and report hazards and apply safe work methods.
Judgment as to when to act independently and when to refer situations to supervisor.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
Three (3) years of clerical experience.
Verified keyboarding/typing score of 45 words per minute net.

LICENSES AND CERTIFICATES:

None.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities-schools and department offices.

Strength: Sedentary/light - exert force to 10 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens 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 and occasional to frequent time periods.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

10/30/90

Revised: (10/20/00; 07/15/05)