

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CLERK/BRAILLIST

**Class Code: 0175
Range: 45**

CLASS DEFINITION AND SUMMARY:

Under general supervision, performs a variety of complex clerical tasks.

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

Plans, organizes, and participates in a variety of responsible clerical activities, including working with braille. Types letters, memos, bulletins, worksheets, student work assignments, reports and tables from rough drafts and/or composes and types as instructed.

Answers or asks questions of callers and visitors by phone or in person.

Completes mathematical computations for reports, records, or worksheets.

Receives and transmits messages for students, teachers, or administrators.

Orders, catalogs, and maintains records of books, specialized materials and equipment.

Confers with teachers to ascertain and establish priority of classroom needs.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves a variety of complex clerical duties requiring different methods of solution and some independent judgment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of braille.

Ability to apply established procedures.

Ability to plan and organize work.

Ability to work under pressure and meet short deadlines.

Ability to apply grammatical rules.

Ability to work independently.

Ability to work flexible hours or shifts.

Ability to relate to people.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Two (2) years of clerical experience.

Verified typing/keyboarding score of 40 words per minute net.

Word processing experience required.

Experience working with Braille.

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 typing/keyboarding score of 40 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/Medium - Exert force to 50 lbs., occasionally, 10-25 lbs., frequently, up to 10 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

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

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, 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).

12/17/84

Revised: (10/30/90; 07/15/05)