

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION DOCUMENTS CLERK

**Class Code: 7146
Grade: 48**

CLASS DEFINITION AND SUMMARY:

Under general supervision, performs specialized clerical duties involving district construction and rehabilitation activities.

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

Performs clerical duties related to district construction and rehabilitation projects.
Prepares documents and folders for bid proposals and distribution to proper individuals and organizations.
Prepares contracts for architects and contractors and board items related to contracts.
Distributes plans and specifications and issues plans to contractors.
Prepares change order documents and submits for board approval.
Conforms to safety standards as prescribed.
Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves clerical tasks associated with district's construction and rehabilitation projects.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of construction terminology.
Ability to work rapidly and accurately.
Ability to plan and organize work.
Ability to maintain confidentiality of information.
Ability to interpret and explain procedures.
Ability to decide when to act independently or refer matters to supervisor.
Ability to perform mathematical computations.
Ability to work flexible hours or shifts.
Ability to work cooperatively with co-workers, supervisors, other district personnel, students and the public.
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.).
Verified typing/keyboarding score of 45 words per minute net.
Two (2) years clerical experience involving public contact.

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 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/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).

06/01/89

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