Elementary School Clerk

Position Details
Class Code: 0143
Job Family: Administrative/Clerical/Secretarial
Classification: Support Professional
Terms of Employment: Pay Grade 46 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision, performs clerical duties and other related office assignments in an elementary school or Prime 6 Program office.

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

1. Assists in the preparation and maintenance of records of enrollment and attendance; routine record keeping duties.
2. Maintains student information system database to compile, retrieve, and generate accountability records and reports for class schedules, cumulative records, transfers, registration, attendance, health records, discipline, student information, etc.
3. Plans, schedules, edits, and prioritizes input source documents and computer-generated output to maintain accuracy of printed products.
4. Assists with receiving, distributing, and controlling input to information processing operations.
5. Serves as liaison with school users regarding quality or timelines of information processing operations, irregularities, requests, and coordination of needed information to see that objectives are being met.
6. Provides information to the public, teachers, and other employees regarding school activities, policies, rules, and regulations.
7. Assists and/or trains designated personnel in the proper use of equipment and software applications.
8. Assists in compiling regular and special reports relating to child health and welfare, damage and theft, accidents, personnel, and Parent-Teacher Association (PTA) activities.
9. Determines work priorities and exercises judgment with respect to urgency, confidential status, and relative importance.
10. May assist in the care of ill students and administer first aid, when necessary.
11. Operates a variety of office equipment (i.e., computer, printer, copy machine, fax machine, microfilm machine, etc.).
12. Screens and routes incoming and outgoing telephone calls and mail for appropriate action.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves the performance of complex clerical activities related to the operation of an elementary school or Prime 6 Program office.

Knowledge, Skills, and Abilities (Position Expectations)
1. Knowledge of Clark County School District policies, regulations, and procedures; ability to explain and apply District policies, regulations, and procedures.
2. Ability to interpret written and verbal instructions.
3. Ability to maintain confidentiality of information.
4. Ability to query and produce regular and special reports.
5. Ability to communicate clearly and concisely, both verbally and in writing.
6. Ability to handle a number of tasks and assignments at one time and meet predetermined deadlines.
7. Ability to do editorial checking for spelling, punctuation, and grammar.
8. Ability to research and compile data for regular and special reports.
9. Ability to file and maintain records.
10. Ability to recognize and understand limits of authority.
11. Ability to plan and organize work assignments and determine priorities.
12. Ability to take independent action when required and handle unique problems.
13. Ability to recognize and report hazards and apply safe work methods.
14. Ability to work cooperatively with District staff, students, parents/guardians, the community/public, and other agencies.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Two (2) years clerical experience.

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. 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.

Examples of Assigned Work Areas
District schools.

Work Environment

Strength
Sedentary/medium - exert force 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 to 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, playground/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, printers, telephones, calculators, copy machines, fax machines, 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 difference 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: 06/09/23
- Created: 08/20/91