

# Temporary Clerical Assistant

## Position Details

Class Code: 0122

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 45-B1 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, serves as a substitute employee in clerical positions.

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## Essential Duties and Responsibilities

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

1. Provides clerical support, including word processing.
  2. Types/composes letters, memos, bulletins, reports, and tables, as instructed.
  3. Proofreads reports, letters, etc.
  4. Files letters, memos, bulletins, reports, and other paperwork.
  5. Receives and transmits messages for students, teachers, or administrators.
  6. May open, route, and screen incoming mail.
  7. May assist in routing large mailings.
  8. May work with student records and attendance.
  9. May involve answering telephones and responding to inquiries, as directed.
  10. May assist in conducting inventories.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Substitutes in clerical and non-clerical positions, performing tasks in assigned areas such as:

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|-----------------|----------------|
| 1. Vegas PBS    | 2. Mailroom    |
| 3. Facilities   | 4. Maintenance |
| 5. Food Service | 6. Operations  |
| 7. Grounds      | 8. Purchasing  |
| 9. Graphic Arts | 10. Warehouse  |

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Ability to work in a variety of positions.
2. Ability to interpret and apply verbal/written instructions and regulations.
3. Ability to plan and organize work.
4. Ability to accept informal supervision from a number of people.
5. Ability to use business machines.
6. Ability to perform basic mathematical calculations.
7. Ability to perform basic office activities such as filing, recordkeeping, etc.
8. Ability to cooperate with others, using tact and diplomacy.
9. Ability to maintain confidentiality of information.
10. Ability to work independently without immediate supervision.
11. Ability to shift suddenly to new tasks as priorities change.
12. Ability to work flexible hours/shifts.
13. Ability to recognize/report hazards and apply safe work methods.
14. Ability to judge when to act independently and when to refer situations to a supervisor.
15. 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 Educational Development (GED), foreign equivalency, etc.)
2. One (1) year of clerical experience; or,

Official high school or accredited college/university transcript(s) indicating coursework taken in each of the following areas: Computer Education (i.e., Keyboarding, Computer Applications, Office Technology, Word Processing, or equivalent), English (i.e., English Composition, Literature, or equivalent), Math (i.e., Algebra, Geometry, Trigonometry), and one (1) or more course(s) in business-related subject(s) (i.e., Accounting, Finance, General Business, Business Law). Qualified candidates must have achieved a grade of B or better in each course.

## **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. 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.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force of 25-50 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 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**

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent electrical shock 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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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## **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: 09/19/23
- Created: 11/05/90