

Temporary Clerical Assistant

Position Details

Class Code: 0122

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: Pay Grade 45-A on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

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

Essential Duties and Responsibilities

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

1. Provides clerical support including operation of word processing equipment.
 2. Types letters, memos, bulletins, reports, and tables from rough drafts and/or composes and types, as instructed.
 3. Proofreads reports, letters, and/or other documents.
 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 the routing of large mailings.
 8. May work with student records and attendance.
 9. May involve answering telephone 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

Involves substituting in a variety of clerical and non-clerical positions requiring performance of various tasks in assigned areas such as, but not limited to the following:

1. Vegas PBS
 2. Facilities
 3. Food Service
 4. Grounds
 5. Graphic Arts
 6. Mailroom
 7. Maintenance
 8. Operations
 9. Purchasing
 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 oral and 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 various business machines.
 6. Ability to perform basic mathematical computations.
 7. Ability to perform basic office activities such as filing, record keeping, etc.
 8. Ability to cooperate with others with 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 when priorities change.
 12. Ability to work flexible hours or shifts.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. Judgment as to when to act independently and when to refer situations to 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 transcript or an 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 III, English IV, English Composition, English Literature, World Literature, or equivalent) Math, (i.e., Algebra, Geometry, Trigonometry), and one (1) or more course(s) in any business-related subject (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

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or equivalent (i.e., GED, foreign equivalency, etc.).
2. Official high school transcript or an accredited college/university transcript(s), if applicable.
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.

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 materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting to work out doors 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).

Examples of Equipment/Supplies Used to Perform Tasks

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

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/11/21
- Created: 11/05/90