

# Information Liaison

## Position Details

Class Code: 0124

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, provides information to the public, employees, students, and the media regarding Clark County School District activities, policies, and practices; provides and processes Public Concern Forms; monitors building visitor arrivals and departures.

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## Essential Duties and Responsibilities

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

1. Assists in providing information to the public, employees, students, and media.
2. Logs-in building visitors, issues visitor badges, and directs visitors to appropriate locations.
3. Logs visitors out and collects badges when their business has been accomplished.
4. Monitors building, maintains security cameras, and alerts security officer and/or Clark County School District Police, as appropriate.
5. May be responsible for maintaining and storing recordings.
6. Explains the District's Public Concern Form process; logs, processes, and tracks Public Concern Forms.
7. Acts as backup to facilities/custodial staff at the Education Center.

8. Coordinates Education Center art displays with the Partnership Office.
  9. Types thank you letters for artwork on behalf of the Superintendent's Office.
  10. Provides clerical support for the Superintendent's Office, as necessary.
  11. Provides clerical support for other departments in the building as time permits.
  12. Assists government/public offices in posting Public Meeting Notices.
  13. Works with security officer to isolate, defuse, and resolve conflicts.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Provides information to the public, employees, students, and the media regarding District activities, policies, and practices; accurately monitors building visitor arrivals and departures; distributes and processes Public Concern Forms.

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

1. Knowledge of District/office policies, practices, and procedures.
2. Knowledge of District school and administrative office locations.
3. Knowledge of conflict resolution.
4. Ability to communicate courteously and deliver strong customer service.
5. Ability to converse effectively with people of divergent cultural and educational backgrounds.
6. Ability to communicate clearly, verbally and in writing.
7. Ability to maintain accurate daily building visitor logs.
8. Ability to prepare computer reports on own initiative or as directed.
9. Ability to meet predetermined deadlines.
10. Ability to remain calm; able to react quickly and appropriately to potentially volatile people/situations.
11. Ability to judge when to act independently and when to refer situations to a supervisor.
12. Ability to work independently.
13. Ability to maintain confidentiality.
14. Ability to work flexible hours/shifts.
15. Ability to work cooperatively with employees, students, media, outside agencies, and the public.

16. Ability to recognize/report hazards and apply safe work methods.
  17. 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. Two (2) years' clerical/secretarial experience involving heavy public contact.

### **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 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.
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## **Examples of Assigned Work Areas**

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, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/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**

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: 08/16/23
- Created: 11/02/01