

# Office Specialist II - Bilingual

## Position Details

Class Code: 0126

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under supervision, performs routine clerical duties in an assigned functional area, using knowledge of basic office systems and procedures. May be assigned to a large department and perform generalized administrative support functions, or to a specialized office/school wherein incumbents receive instruction in specific office operations.

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## Essential Duties and Responsibilities

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

1. Uses computer applications (i.e., word processing, inquiry, data input, etc.) to obtain and enter data; operates office equipment (i.e., computer, printer, copier, switchboard, fax machine, microfilm machine, etc.)
2. Types, proofreads, and composes documents (i.e., correspondence, memoranda, tables, orders, reports, forms, etc.), as directed.
3. Researches, compiles, and verifies information; maintains data for departmental reports and databases.
4. Files correspondence, bulletins, reports, records, etc. per departmental guidelines; may retrieve files upon request.
5. Establishes, collects, organizes, and maintains data pertinent to assigned clerical tasks; composes departmental reports, as requested.

6. Answers staff and public telephone inquiries concerning departmental activities/operations; accepts, screens, and routes telephone calls; greets and directs visitors, as appropriate.
  7. Assists in resolving minor administrative and operational problems.
  8. May photocopy, sort, staple, and distribute documents, as requested.
  9. May type labels, envelopes, and forms; may open, sort, date stamp, and distribute incoming/outgoing correspondence.
  10. Processes, sorts, verifies, and files applications, purchase orders, payroll/student/personnel records, financial reports, requisitions, legal documents, etc., according to established procedures.
  11. Maintains and updates computer database; compiles, stores, and/or retrieves information to prepare reports.
  12. May sort documents and prepare envelopes for mass mailings, as directed.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

None specified.

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

1. Knowledge of basic recordkeeping/accounting practices; ability to perform routine mathematical calculations.
2. Knowledge of Clark County School District/department policies, practices, and procedures.
3. Knowledge of business English and spelling; ability to clearly communicate verbal and written information.
4. Ability to understand, explain, and apply written/verbal instructions, practices, and procedures.
5. Ability to prepare routine documents and compose business letters/memoranda.
6. Ability to operate basic office equipment (i.e., computers, printers, copiers, telephones, fax machines, etc.)
7. Ability to perform routine typing and computer operations (i.e., data entry, word processing, records retrieval, etc.)
8. Ability to access, learn, operate, and maintain job-specific software applications; ability to read, update, and maintain records/files.

9. May require ability to operate specialized communications or office equipment specified by the assigned work area.
  10. Ability to establish and maintain effective working relationships with District employees, students, parents/guardians, and the public.
  11. Ability to work without direct supervision to carry out assignments to completion; ability to meet predetermined deadlines.
  12. Ability to perform duties with a professional, cooperative work ethic; ability to maintain confidentiality.
  13. Ability to work flexible hours/shifts necessary for efficient department operations.
  14. Ability to perform editorial checking for spelling, punctuation, and grammar.
  15. Ability to recognize/report hazards and apply safe work methods.
  16. 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 III/IV, Composition, 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.
3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

**NOTE:** Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

### **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.

**NOTE:** Selected candidates must upload verification of successful Language Proficiency Test completion to their profile.

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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 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

Climate-controlled office settings 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, 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: 09/06/23
- Created: 09/06/12