

# Office Specialist I

## Position Details

Class Code: 0127

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 43 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under supervision of assigned management personnel, provides general office support involving routine clerical duties in the assigned functional area, with general knowledge of basic office systems/procedures. May be assigned to a large department and perform generalized administrative support functions, or to a specialized office/school wherein incumbents receive specific instruction in 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 and mainframe applications (i.e., word processing, inquiry, data input, etc.) to obtain and enter data; operates a variety of office equipment (i.e., computer, printer, copier, switchboard, fax machine, microfilm machine, etc.)
2. Types, composes, and proofreads a variety of documents, reports, and forms (i.e., correspondence, memoranda, tables, orders, or other information relating to assigned area), as directed.
3. Researches, compiles, and verifies information; maintains data for departmental reports and databases.
4. Files correspondence, bulletins, reports, records, materials, and other documents according to departmental guidelines; may retrieve files upon request.

5. Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks; composes departmental reports, as requested.
  6. Answers telephone inquiries from employees and the public concerning departmental activities/operations; accepts, screens, and routes telephone calls; greets and directs visitors, as appropriate.
  7. Routinely assists in resolving minor administrative and operational problems.
  8. May photocopy, sort, staple, and/or distribute documents, as requested.
  9. May type labels, envelopes, and/or routine forms; may open, sort, date stamp, and distribute incoming/outgoing correspondence.
  10. Processes, sorts, verifies, and files applications, purchase orders, payroll records, student records, personnel records, financial reports, requisitions, legal documents, etc., in accordance with established procedures.
  11. Maintains and updates computer system database to compile, store, and/or retrieve information used in preparing 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 computations.
2. Knowledge of basic Clark County School District work policies and guidelines; knowledge of departmental practices and procedures.
3. Knowledge of business English and spelling; ability to clearly communicate information, verbally and in writing.
4. Ability to understand, explain, and apply written/verbal instructions, practices, and procedures.
5. Ability to type.
6. Ability to prepare routine documents and compose business letters/memoranda.
7. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.)

8. Ability to perform routine typing and computer operations (i.e., data entry, word processing, records retrieval, etc.)
  9. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files; ability to learn job-specific computer software applications.
  10. May require the ability to operate specialized communications or office equipment as specified by assigned work area.
  11. Ability to establish and maintain effective working relationships with District employees, students, parents/guardians, and the public.
  12. Ability to work without direct supervision and carry out assignments to completion; ability to meet predetermined deadlines.
  13. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
  14. Ability to work flexible hours or shifts as necessary for efficient operation of the department.
  15. Ability to perform editorial checking for spelling, punctuation, and grammar.
  16. Ability to recognize and 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. Six (6) months 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, 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**

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. Copy of a valid driver's license or state-issued identification card.
  2. Proof of high school graduation or equivalent (i.e., GED, foreign equivalency, etc.)
  3. Official high school or accredited college/university transcript(s), if applicable.
  4. 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 up 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 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, 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**

Various computers, printers, telephones, calculators, copy machines, 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: 06/08/23
- Created: 05/27/20