

Braille Program Assistant

Position Details

Class Code: 0175

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs complex clerical tasks.

Essential Duties and Responsibilities

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

1. Plans, organizes, and participates in responsible clerical activities, including working with braille and technology.
 2. Collects, inputs, and analyzes Braille Program production data.
 3. Completes Braille Program reports, records, and spreadsheets.
 4. Maintains the Braille Program's database and archives completed work.
 5. Orders, receives, and disperses accessible instructional materials.
 6. Collaborates with Vision Services and Braille Program staff to ensure timely production of quality work.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex clerical duties requiring different methods/solutions and some independent judgment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of braille, braille software, Microsoft software and technology.
2. Ability to apply established procedures, solve problems, and promote effectiveness/efficiency.
3. Ability to plan, organize work, and work independently.
4. Ability to work under pressure and meet short deadlines.
5. Ability to use office equipment such as copiers, scanners, and printers.
6. Ability to utilize Google Sheets, Docs, Drive, Calendar, and Gmail.
7. Ability to work at a variety of Clark County School District locations.
8. Ability to troubleshoot hardware (printers, embossers, scanners, computers, etc.)
9. Willingness to complete all Unified English Braille code lessons.
10. Ability to recognize and report hazards and apply safe work methods.
11. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Successful completion of District-administered Vision Services Assistant I Braille Screening, Parts One (1) and Two (2), each with a score of 80% or higher.
3. Two (2) years of clerical experience.
4. Word-processing experience required.
5. Experience working with Braille.

Licenses and Certifications

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

Preferred Qualifications

Verified typing/keyboarding score of 40 words per minute net.

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration as part of the application or qualified selection pool (QSP) placement:

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. Verified score of 80% or higher on the District-administered Vision Services Assistant I Braille Screening, Part One (1) and Part Two (2.)
 4. Verified word-processing experience.
 5. 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.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 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.)

Examples of Equipment/Supplies Used to Perform Tasks

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

AA/EOE Statement

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: 07/06/23
- Created: 12/17/84