

Senior Maintenance Clerk

Position Details

Class Code: 0255

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs complex clerical and general accounting duties.

Essential Duties and Responsibilities

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

1. Posts support staff payroll information on a daily basis to biweekly time cards; posts time cards to biweekly payroll variance register.
2. Maintains quarterly overtime report records for Maintenance, Operations, Landscaping, and Security.
3. Maintains current support staff pay scale sheet for determining labor costs on work orders.
4. Codes maintenance work orders for submittal to data processing.
5. Maintains supply of numbered maintenance work orders for emergencies and for refrigeration, plumbing, heating and air conditioning, and preventative maintenance shops.
6. Compiles and prepares monthly report of equipment beyond economical repair.
7. Answers telephone, distributes mail, and performs typing, filing, and information gathering for supervisors, as needed.
8. Conforms to safety standards, as prescribed.
9. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves complex clerical duties requiring independent judgment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of microcomputers, word processors, and other types of office equipment.
 2. Ability to plan and organize work.
 3. Ability to work with minimal supervision.
 4. Ability to work under pressure and meet deadlines.
 5. Ability to perform mathematical computations.
 6. Ability to interpret and explain procedures.
 7. Ability to relate well with people.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. 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 Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of secretarial/clerical experience.

Licenses and Certifications

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

Preferred Qualifications

None Specified

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – schools and department offices.

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).

Examples of Equipment/Supplies Used to Perform Tasks

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

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: 05/30/23
- Created: 07/01/84