

Operations Clerk

Position Details

Class Code: 0355

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, responsible for clerical tasks, payroll, and various reports/records.

Essential Duties and Responsibilities

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

1. Prepares payroll variances, reporting regular time, overtime, non-pay hours, vacation, sick leave, etc., for submission to payroll accounting.
 2. Explains department policies, rules, and procedures to employees and public.
 3. Compiles, composes, and types reports/correspondence.
 4. Prepares billings and reports related to department services.
 5. May assign overflow work to various locations, depending on current priorities.
 6. May act as lead worker for a unit, assigning work to subordinates.
 7. May be responsible for delivery and pick up of work/services provided by department.
 8. May be required to perform physically demanding work.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex clerical functions.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic payroll preparation procedures.
 2. Knowledge of business machines, office management, and recordkeeping/accounting.
 3. Ability to learn and apply procedures.
 4. Ability to plan and organize work; ability to work independently with minimal supervision.
 5. Ability to work under pressure, meet deadlines, and shift suddenly to new tasks as priorities change.
 6. Ability to cooperate and deal tactfully/diplomatically with employees, administrators, parents/guardians, and the public.
 7. Ability to keep information confidential and maintain an ethical attitude.
 8. Ability to perform editorial checking for spelling, punctuation, and grammar.
 9. Ability to communicate clearly, both verbally and in writing.
 10. Ability to work flexible hours and shifts.
 11. Ability to judge when to act independently and when to refer situations to a supervisor.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. 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' clerical experience.

Licenses and Certifications

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

Preferred Qualifications

Two (2) years' experience in payroll preparation.

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

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

Computers, printers, telephones, calculators, copy machines, fax machines, 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: 07/07/23
- Created: 01/03/88