

# Warranty Program Clerk

## Position Details

Class Code: 1426

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general supervision, performs specialized clerical duties involving Clark County School District construction warranty programs.

---

## Essential Duties and Responsibilities

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

1. Monitors work orders, assess priorities, and distributes orders to appropriate warranty specialists.
2. Reviews, proofreads, and edits notices prepared by warranty specialists; generates/distributes notices to appropriate contractor(s).
3. Maintains warranty databases by tracking all descriptions, updates, responses, etc., for each warranty issue.
4. Monitors, records, distributes, and files contractor updates/responses and other relevant information.
5. Updates work orders with warranty repair status and backup documentation.
6. Accurately maintains the Substantial Completion database with warranty dates, turnover meetings, 11-month walks, punch-list walks, semi-annual control inspections, etc.
7. Reviews/interprets extended warranty information in all project specifications; tracks relevant information.

8. Tracks operations and maintenance manuals (O&Ms) and distributes to the Maintenance Department.
  9. Attends select warranty inspections with warranty specialists, records issues, generates punch lists, and distributes to Construction team members.
  10. Assesses and distributes relevant project information to warranty specialists.
  11. Initiates warranty notice processes in e-Builder.
  12. Monitors warranty log for outstanding responses; issues dunning letters to contractors.
  13. Reviews specifications for contractor-provided maintenance services; creates maintenance schedules for distribution; may set up reminders in work order system.
  14. May assist warranty supervisor in preparing warranty-related contracts, purchase orders (POs), and change orders.
  15. May review closeout submittals, manufacturer warranty documentation, and contractor warranty matrixes for accuracy and compliance with project documents.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Involves clerical tasks associated with the District's construction warranty program.

---

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

1. Knowledge of construction terminology, types, and responsibilities (i.e., Architect, Engineer, Owner, etc.)
2. Knowledge/understanding of construction specification divisions.
3. Ability to navigate and understand construction drawings, specifications, and submittals.
4. Ability to build and maintain databases/spreadsheets (i.e., Excel and Google Sheets.)
5. Proofreading/grammatical skills.
6. Ability to work rapidly and accurately.
7. Ability to plan and organize work.
8. Ability to maintain confidentiality of information.
9. Ability to interpret and explain procedures, verbally and in writing.

10. Ability to judge whether to act independently or refer matters to a supervisor.
  11. Ability to perform mathematical calculations.
  12. Ability to work flexible hours/shifts.
  13. Ability to work cooperatively with District personnel, supervisors, students, and the public.
  14. Ability to recognize/report hazards and apply safe work methods.
  15. 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 Educational Development (GED), foreign equivalency, etc.)
2. Post-secondary vocational training or education (at least six (6) months or 15 credit hours) in a clerical program.
3. Four (4) years' clerical experience involving public contact.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. E-builder or other construction management software experience.
  2. Work Order management software experience.
  3. Familiarity with maintenance contracting/purchase order processes.
- 

## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Transcript(s) from an accredited college/university, if applicable.
  3. Copy of a valid driver's license or state-issued identification card.
  4. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

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, copiers, 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: 07/24/23
- Created: 01/22/20