

Sample Control Clerk

Position Details

Class Code: 4256

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs clerical duties involving asbestos data control management.

Essential Duties and Responsibilities

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

1. Receives/documents individual and bulk asbestos air samples.
 2. Prepares samples for shipping to outside laboratories.
 3. Reviews sample analysis reports to ensure accuracy; communicates analysis results verbally and in writing to appropriate Clark County School District staff.
 4. Verifies volumetric calculations of individual air samples.
 5. Maintains asbestos data filing system including analysis report files, asbestos management plans, sample logs, and database.
 6. Types letters, memos, bulletins, and reports.
 7. Prepares travel arrangements and reimbursements for employees, as directed.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves a variety of clerical activities related to the operation of a technical laboratory section and an Asbestos Hazard Emergency Response Act (AHERA) asbestos management section.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic asbestos sampling methods.
 2. Knowledge of basic chemical terms and other scientific terminology.
 3. Knowledge of quality control procedures and practices.
 4. Knowledge of construction terminology.
 5. Ability to perform basic mathematical computations.
 6. Ability to work in close proximity to a chemical and physical laboratory, as required.
 7. Ability to recognize sample data discrepancies and bring them to the attention of appropriate administrator(s).
 8. Ability to plan and organize work independently with minimum supervision.
 9. Ability to work flexible hours or shifts.
 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.
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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 clerical experience.

Licenses and Certifications

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

Preferred Qualifications

Industrial, government, or medical laboratory experience as a clerk or technician.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts 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 – school 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, 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: 05/22/23
- Created: 05/04/93