

Vegas PBS Workforce Training and Economic Development Assistant – Bilingual

Position Details

Class Code: 4825

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supports Workforce Training and Economic Development Department staff by performing complex clerical, sales, and general accounting duties requiring substantial independent judgment.

Essential Duties and Responsibilities

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

1. Proctors High-Stakes Testing. Fiscal responsibilities include scheduling, receiving payments, processing credit cards, and daily reconciliation.
2. Plans, organizes, and prioritizes work; works independently.
3. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
4. Addresses needs of students, corporate customers, and vendors, referring to appropriate administrative staff, when necessary; accepts messages for the Workforce Training and Economic Development Department staff.

5. Provides daily customer service for clients and the Workforce Training and Economic Development Department staff.
 6. Creates system traffic instructions for public service announcements (PSAs) developed in conjunction with Vegas Virtual programs, paying specific attention to day/date and copy rotation; provides the Director with a quarterly client report.
 7. Recommends web copy changes; promptly/accurately makes changes in Learning Management System (LMS) and other department-approved portals, as necessary.
 8. Works with client agencies for changes to sub-branded training portals. Confirms updated, new, or missing information; ensures sub-portal websites are maintained and operational.
 9. Accurately schedules messages in sub-branded learning portals following client instructions; pays specific attention to detail to avoid conflicts.
 10. Troubleshoots LMS and testing problems arising from technical errors, program changes, or system updates.
 11. Prepares expense data for the Accounting Department, including reports on travel arrangements/reimbursements and monthly invoices.
 12. Generates daily, weekly, and monthly reports required by the department, station management, or referral agencies.
 13. Maintains calendars; coordinates appointments, meetings, and conferences.
 14. Maintains office supply stock for the Workforce Training and Economic Development Department, as needed.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex secretarial duties pertaining to the Workforce Training and Economic Development Department at Vegas PBS. Requires independent thinking, decision-making, and use of multiple data/student management systems.

Knowledge, Skills, and Abilities (Position Expectations)

1. Embrace, support, and develop a corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
2. Knowledge of Federal Communications Commission (FCC) rules regarding non-commercial sponsorship disclosures.

3. Knowledge of secretarial practices, office machines, and recordkeeping/accounting.
 4. Knowledge of Clark County School District operations relative to the Workforce Training and Economic Development Department.
 5. Ability to keep information confidential and maintain an ethical attitude.
 6. Ability to promote public relations and deal tactfully/diplomatically with people.
 7. Ability to set-up and maintain databases in Microsoft Access or other LMS.
 8. Ability to plan, organize, and prioritize work; ability to work independently.
 9. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
 10. Ability to perform editorial checking for spelling, punctuation, and grammar.
 11. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
 12. Ability to develop letters and reports in conformance with given principles of style.
 13. Ability to concentrate on accuracy of details.
 14. Ability to prepare complex reports on own initiative, or as directed.
 15. Ability to work flexible hours/shifts, including weekends.
 16. Ability to recognize/report hazards and apply safe work methods.
 17. Ability to transcribe/translate documents in Spanish; acts as interpreter with Spanish-speaking clients and testers.
 18. Ability to judge when to act independently and when to refer situations to a supervisor.
 19. Possess exceptional organizational skills, including accuracy and attention to detail.
 20. Ability to receive/relay phone calls accurately and with attention to detail.
 21. 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. Three (3) years' experience in database set-up/management using Microsoft Access or another LMS, and customer service.
3. Experience in event planning and execution.
4. Experience in, or ability to become certified as a High-Stakes Proctor for all department-administered exams.

5. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

Licenses and Certifications

1. Certified proctor for all department-administered exams (i.e., WorkKeys, ParaPro, HiSet, Praxis, Excel, Typing, National Health Careers, and ServSafe.) Proctor certification must be obtained within two (2) weeks of hire and maintained for duration of assignment.
2. A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Proficient in Microsoft Teams, Word, Excel, PowerPoint, and Access.
2. Strong math skills.
3. Knowledge of qualitative/quantitative audience research, traffic, and other sales-related programs.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Proctor certification, 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.

NOTE: Selected candidates must upload verification of successful language proficiency test completion to their profile.

Examples of Assigned Work Areas

District facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/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, playground/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: 09/07/23
- Created: 08/29/12