

Vegas PBS Educational Media Services - Library Office Specialist

Position Details

Class Code: 4835

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under supervision of the assigned management personnel, provides clerical and office support for the Educational Media Services and Library involving routine clerical duties requiring general knowledge of basic office systems and procedures. Position performs a broad array of generalized administrative support functions.

Essential Duties and Responsibilities

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

1. Uses computer applications (i.e., word processing, inquiry, data input, etc.) to obtain and enter data and operates a variety of office equipment (i.e., computer, printer, copier, media duplicator, etc.).
2. Types and proofreads a variety of documents, reports, and forms (i.e., correspondence, memoranda, tables, orders or other information relating to the operation of the assigned functional area, etc.) from rough draft and/or composes, as directed.
3. Researches and compiles information, verifies accuracy, maintains data for various departmental reports and databases.

4. Files correspondence, bulletins, reports, records, materials, and other documents, according to appropriate departmental guidelines; may retrieve files upon request.
 5. Establishes, collects, organizes, and maintains data pertaining to assigned clerical tasks and composes departmental reports, as requested.
 6. Answers telephone inquiries from employees and the public, concerning departmental activities and operations; accepts, screens, and routes telephone calls; greets and directs visitors, as and when appropriate.
 7. Assists with the resolution of minor routine administrative and operational problems.
 8. May photocopy, sort, staple, and/or distribute documents, as requested.
 9. May type labels, envelopes, and/or routine forms; may open, sort, date stamp, and distribute incoming/outgoing correspondence.
 10. Processes, sorts, verifies accuracy of information, and files applications, purchase orders, payroll, student/personnel/financial records, requisitions, legal documents, etc., in accordance with established procedures.
 11. Maintains and updates computer system database to compile, store and/or retrieve information to prepare various reports.
 12. May sort documents and prepare envelopes for mass mailings, as directed.
 13. Conforms to safety standards, as prescribed.
 14. Performs related duties, as assigned.
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Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
2. Knowledge of basic record keeping/accounting practices related to grants from private, foundation, and government sources; ability to perform routine mathematical computations.
3. Knowledge of basic Clark County School District work policies and guidelines; knowledge of departmental practices and procedures.
4. Ability to understand, explain, and apply written and verbal instructions, practices and procedures.

5. Ability to clearly communicate information, both verbally and in writing; knowledge of business English and spelling.
 6. Ability to prepare routine documents and compose business letters and memoranda.
 7. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
 8. Ability to perform typing and basic computer operations (i.e., data entry, word processing, records retrieval, etc.).
 9. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files, ability to learn job specific computer software applications.
 10. May require the ability to operate specialized communications or office equipment as specified by the assigned work area.
 11. Ability to establish and maintain effective working relationships with District employees, students, parents/guardians, and the public.
 12. Ability to work without direct supervision to carry out assignments to completion; ability to meet predetermined deadlines.
 13. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
 14. Ability to work flexible hours or shifts as necessary for the efficient operation of the department.
 15. Ability to do editorial checking for spelling, punctuation, and grammar.
 16. Ability to recognize and report hazards and applies safe work methods.
 17. 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 Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years clerical experience; or,
 - a. Official high school, college, or university transcript from an accredited college or university indicating coursework taken in each of the following areas: Computer Education (i.e., Keyboarding, Word Processing, Computer Applications, or equivalent), English (i.e., English Composition or equivalent), Mathematics (i.e., Algebra, Geometry, Trigonometry), and, One (1) or more course in any business related subjects (i.e., Accounting,

Finance, General Business, and Business Law). Qualified candidates must have achieved a grade of B or better in each course.

Licenses and Certifications

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

Preferred Qualifications

1. Possess good interpersonal and customer service skills.
 2. Bilingual Spanish speaking, writing, and reading abilities.
 3. Knowledge of PBS children's programming and online resources.
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Document(s) Required at Time of Application

1. High school transcript or equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license or state-issued identification card.
 3. College transcripts from an accredited college or university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Vegas PBS, 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, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens and 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 and 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

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: 09/21/23
- Created: 08/18/15