

Vegas PBS – Intern

Position Details

Class Code: 4842

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 51B* on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, provides responsible support to Vegas PBS. Employees in this classification are accountable for the accuracy of both routine and non-routine support duties as dictated by the nature of the assigned department within Vegas PBS. Position may perform a broad array of departmental support functions, wherein incumbents receive initial instruction in site-specific duties and responsibilities.

Essential Duties and Responsibilities

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

1. Provides specific operational support functions, duties, or tasks relative to the assigned department.
2. May perform testing, internal control implementation, and other internal control responsibilities.
3. May assist in compiling information and data for reports.
4. May assist in preparing Audited Financial Statements and the Corporation for Public Broadcasting Annual Financial Report (AFR).
5. May format revisions of audit reports.
6. May perform functions related to creating/implementing asset and settlement rules in the Systems Application and Products (SAP) system.
7. May complete various manners of finance systems testing.
8. May analyze budget versus actual variances.

9. May perform functions related to data acquisition and entry.
 10. May prepare presentations for meetings and committees.
 11. May serve as a point of contact for departments to resolve inquiries and route calls.
 12. May draft documents and correspondence.
 13. May research payroll grant entry issues.
 14. May assist in purchasing requisition to invoice payment process review.
 15. Conforms to safety standards, as prescribed.
 16. Performs other duties related to the position, as assigned.
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Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic English, spelling, and math.
2. Knowledge of Clark County School District work policies and guidelines; knowledge of departmental practices and procedures.
3. Ability to learn the basic elements of the position.
4. Ability to perform routine typing and computer operations (data entry, word processing, records retrieval, etc.).
5. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records/files.
6. Ability to operate basic office equipment (computer terminals, printers, copy machines, telephone systems, fax machines, etc.).
7. Ability to follow and apply verbal and written instructions.
8. Ability to abide by the rules, regulations, and policies of the program.
9. Ability to learn and apply new and established procedures.
10. Ability to handle simple tasks with speed and accuracy.
11. Ability to accept informal supervision from a number of people.
12. Ability to perform duties with a professional and cooperative work ethic.
13. Ability to recognize and report hazards and apply safe work methods.
14. Ability to speak and write with clarity and effectiveness.
15. Ability to maintain confidential information.
16. Ability to work flexible hours necessary for the efficient operation of the department.

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 (General Educational Development (GED), foreign equivalency, etc.).
 2. Current enrollment in an accredited college/university with a minimum of six (6) undergraduate credit hours or a minimum of three (3) graduate credit hours. Must maintain a cumulative Grade Point Average (GPA) of at least 2.75.
 3. Proof of acceptance into a District-approved Internship Program. Internship program eligibility must be maintained for the duration of the assignment.
- * Placement will be made on the Support Professional Salary Schedule in the appropriate step.

Step B: Entry level. Must meet qualifications listed above.

Step C: Must meet qualifications listed above and have completed one (1) year of successful experience as a Vegas PBS Intern or an equal amount of work experience as determined by the administrator.

Step D: Must meet qualifications listed above and have completed two (2) years of successful experience as a Vegas PBS Intern or an equal amount of work experience as determined by the administrator.

Step E: Must meet qualifications listed above and have completed three (3) years of successful experience as a Vegas PBS Intern or an equal amount of work experience as determined by the administrator.

* Placement will be made on the Support Professional Salary Schedule on Pay Grade 51 in the appropriate step, as outlined above. Per Clark County School District Regulation 4124, temporary assignments shall not exceed 1040 hours for 10-, 11-, or 12-month employees or 720 hours for 9-month employees, and step placement may not progress beyond step E.

Licenses and Certifications

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

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 3. College/university transcript(s).
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Vegas PBS offices.

Work Environment

Strength

Sedentary to medium - exert force up to 10-50 lbs., occasionally; 10-25 lbs., frequently; or 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) 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 very 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

Various computers, printers, typewriters, 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: 10/12/23
- Created: 11/01/22