

Vegas PBS Workforce Training & Economic Development Assistant

Position Details

Class Code: 4845

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, provides support for the Workforce Training and Economic Development Department staff by performing a variety of 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 payment and processing credit cards, and daily reconciliation.
2. Plans, organizes, sets priorities on work, and works independently.
3. Interprets, explains, and applies written and oral instructions, procedures, and regulations.
4. Obtains and relays information from students, corporate customers, and vendors on their needs and, when necessary, refers to appropriate administrative staff and accepts messages for the Workforce Training & Economic Development Department staff.
5. Provides daily customer service for clients and the Workforce Training & Economic Development Department staff.

6. Creates traffic instructions in the system for public service announcements (PSA's); developed in conjunction with Vegas Virtual programs, paying specific attention to day/date and copy rotation and provides the Director with a quarterly client report.
 7. Recommends changes to web copy, accurately and promptly 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 to ensure sub-portal websites are maintained and operational.
 9. Accurately schedules messages in sub-branded learning portals following client instructions and pays specific attention to detail to avoid conflicts.
 10. Troubleshoots LMS and testing problems that arise from technical errors, program changes, or system updates.
 11. Prepares expense data for the Accounting Department to include reporting for travel arrangements, reimbursements, and monthly invoicing.
 12. Generates daily, weekly, and monthly sales, or other reports required by the department, station management, or referral agencies.
 13. Maintains calendars and coordinates appointments, meetings, and conferences.
 14. Maintains office supply stock, as needed for the Workforce Training & Economic Development Department.
 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 a highly specialized activity or large operating department. Independent thinking and decision making, use of multiple data and student management systems and software.

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 Federal Communications Commission (FCC) rules regarding non-commercial sponsorship disclosures.

3. Knowledge of secretarial practices, office machines, and record-keeping/accounting.
 4. Knowledge of Clark County School District operations in relation to division/department operations.
 5. Ability to keep information confidential and maintain an ethical attitude.
 6. Ability to promote public relations and to deal tactfully and diplomatically with people.
 7. Ability to set-up and maintain databases in Microsoft Access or other LMS.
 8. Ability to plan, organize, and set priorities on work and to work independently.
 9. Ability to interpret, explain, and apply written and 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 when priorities change.
 12. Ability to develop letters and reports for 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 or shifts, including weekends.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Ability to judge as to when to act independently and when to refer situations to supervisor.
 18. Possess exceptional organizational skills to include accuracy and attention to detail.
 19. Possess excellent telephone skills to include accuracy and attention to detail in receiving and relaying information.
 20. 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 of database set-up and management using Microsoft Access, other LMS, and customer service experience.
3. Experience with LMS.
4. Experience in event planning and execution.

5. Experience or ability to become certified as a High Stakes Proctor for all exams administered by the department.

Licenses and Certifications

1. Certified proctor for all exams administered by the department (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 the duration of assignment.
2. A valid driver's license or state-issued identification card.

Preferred Qualifications

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

Clark County School District facilities – schools and department offices.

Work Environment

Strength

Sedentary/light - Exerts force 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 to 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, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate. 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 disposal 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: 03/22/23
- Created: 01/17/23