CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

PERSONNEL ASSISTANT
Class Code: 0136
Job Family: Administrative/Clerical/Secretarial
Classification: Support Staff
Terms of Employment: Pay Grade 47 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, provides highly responsible clerical and technical support in the administration of personnel programs and support operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Provides clerical/technical support, including operation of word processing equipment and microcomputers.
2. Provides courteous, responsive, and accurate information to the public, administration, and employees.
3. Assists in general personnel research and resolution of problems.
4. Assists in conducting personnel research projects.
5. Assists in placement of temporary employees.
6. Confers with department representatives to clarify content of job applications/vacancies.
7. May confer with applicants determined as "not qualified".
8. Gathers information necessary to schedule applicants for interviews.
9. Upon direction, may compose and type letters, reports, memoranda, and other correspondence.
10. Maintains position files and flow charts of assignments in progress.
11. Receives and logs in requisitions and processes for advertisement, then logs out for payroll processing when position is filled.
12. Requests a Qualified Selection Pool (QSP) list from Information Processor and routes to supervisor/department head where vacancy exists in a timely fashion.
13. Collects, analyzes, and interprets a variety of data.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves responsible clerical/technical work dealing with job application files and tracking process for advertised positions.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of general office procedures, business machines, computers, and word processing.
2. Knowledge of basic research techniques.
3. Ability to collect and analyze data and present results in clear, concise reports, and summaries.
4. Ability to plan and organize work activities.
5. Ability to maintain confidentiality of information.
6. Ability to effectively communicate with persons of diverse cultural, educational, and economic backgrounds.
7. Ability to apply established procedures to work activities.
8. Ability to establish and maintain cooperative working relationships with fellow employees.
9. Ability to concentrate on accuracy of details.
10. Ability to work under pressure, meet deadlines, and shift suddenly to new tasks as priorities change.
11. Ability to maintain accurate records.
12. Ability to work flexible hours or shifts.
13. Ability to recognize and report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.
POSITION REQUIREMENTS:

Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years clerical experience.
3. Verified typing/keyboarding score of 45 words per minute net.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT: http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Licenses and Certificates:
None Specified

Preferred Qualifications:
Experience dealing with personnel administration or heavy public contact.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Human Resources Unit.

WORK ENVIRONMENT:

Strength: Sedentary/light - exert force to 10 lbs., occasionally.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, 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, 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 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, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

05/23/90
Revised: (11/19/90; 11/05/97; 10/20/00; 07/15/05; 06/26/07; 11/18/08; 07/09/15)