

# Administrative Clerk

## Position Details

Class Code: 0200

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, plans, organizes, directs, and reviews complex clerical activities.

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## Essential Duties and Responsibilities

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

1. Plans, organizes, and prioritizes work; works independently with minimal supervision.
2. Organizes and supervises complex record/file maintenance.
3. Coordinates and assigns tasks to team members, as necessary.
4. Prepares complex reports on own initiative or as directed.
5. Suggests and initiates workflow/procedural improvements.
6. Promotes public relations and deals tactfully/diplomatically with people.
7. Determines procedures for handling unique problems.
8. Interprets, explains, and applies verbal/written instructions, procedures, and regulations.
9. Prepares correspondence in response to inquiries.
10. Develops procedures for obtaining information from employees, records, or observations.
11. Conforms to safety standards, as prescribed.

12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex clerical tasks requiring substantial judgment and analytical ability.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of Clark County School District operations in relative to assigned division/department.
  2. Knowledge of business machines, office equipment, and recordkeeping/accounting.
  3. Ability to create original reports, correspondence, and procedures.
  4. Ability to promote public relations and deal tactfully/diplomatically with people.
  5. Ability to plan, supervise, and coordinate the work of others.
  6. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
  7. Ability to keep information confidential and maintain an ethical attitude.
  8. Ability to perform editorial checking for spelling, punctuation, and grammar.
  9. Ability to concentrate on accuracy of details.
  10. Ability to determine procedures for handling unique problems.
  11. Ability to cooperate with management, staff, and the public.
  12. Ability to recognize/report hazards and apply safe work methods.
  13. Ability to judge when to act independently and when to refer situations to a supervisor.
  14. 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' clerical experience.

## **Licenses and Certifications**

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

## **Preferred Qualifications**

None specified.

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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. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District facilities, schools, and department offices.

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## **Work Environment**

### **Strength**

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

### **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, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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## **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: 07/25/23
- Created: 10/20/00