CONSTRUCTION DOCUMENTS CLERK

Class Code: 7146
Job Family: Administrative/Clerical/Secretarial
Classification: Support Staff
Terms of Employment: Pay Grade 48 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, performs specialized clerical duties involving Clark County School District construction and rehabilitation activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Performs clerical duties related to District construction and rehabilitation projects.
2. Prepares documents and folders for bid proposals and distribution to proper individuals and organizations.
3. Prepares contracts for architects and contractors and Board items related to contracts.
4. Distributes plans and specifications and issues plans to contractors.
5. Prepares change order documents and submits for Clark County School District Board of Trustees approval.
6. Conforms to safety standards, as prescribed.
7. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves clerical tasks associated with District construction and rehabilitation projects.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of construction terminology.
2. Ability to work rapidly and accurately.
3. Ability to plan and organize work.
4. Ability to maintain confidentiality of information.
5. Ability to interpret and explain procedures.
6. Ability to decide when to act independently or refer matters to supervisor.
7. Ability to perform mathematical computations.
8. Ability to work flexible hours or shifts.
9. Ability to work cooperatively with co-workers, supervisors, other District personnel, students, and the public.
10. Ability to recognize and report hazards and apply safe work methods.
11. 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. Verified typing/keyboarding score of 45 words per minute net.
3. Two (2) years clerical experience involving public contact.

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: [link]

06/01/89
Revised: (10/30/90; 07/15/05; 06/13/07; 11/14/08; 05/29/15; 07/02/15; 04/06/18)
Licenses and Certificates:
None Specified

Preferred Qualifications:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation 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 facilities - schools and department offices.

WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. 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 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, typewriters, 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.