

Construction Documents Clerk

Position Details

Class Code: 7146

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional 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

The 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/organizations.
 3. Prepares contracts for architects and contractors.
 4. Prepares District Board of Trustees contract-related items.
 5. Distributes plans and specifications; issues plans to contractors.
 6. Prepares change order documents; submits for Board approval.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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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/explain procedures, written and verbally.
 6. Ability to determine whether to act independently or refer matters to a supervisor.
 7. Ability to perform mathematical calculations.
 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.
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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. Two (2) years' clerical experience involving public contact.

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. 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.

Work Environment

Strength

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

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copy machines, calculators, fax machines, telephones, 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: 07/07/23
- Created: 06/01/89