CONSTRUCTION COMPLIANCE
CLERK

Position Details
Class Code: 7152
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, the purpose of the position is to oversee and perform specialized administrative support monitoring and analyzing payroll documentation to ensure compliance with all regulatory requirements and guidelines applicable to the work. Employees in this job classification perform at journey-level to carry out both routine and non-routine administrative support duties promoting efficient and organized operation of office activities.

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

1. Monitors and analyzes submission of certified payroll reports to ensure compliance with Nevada Administrative Code (NAC) and Nevada Revised Statutes (NRS) 338.
2. Identifies and resolves discrepancies on certified payroll reports for new construction projects including subcontractors.
3. Interprets, explains, and applies written and oral instructions guidelines and regulatory requirements applicable to the work.
4. Maintains and verifies accuracy of various documentation, reports, and databases; files documents and records as instructed by departmental guidelines; retrieves files on request.
5. Confers with Chief Labor Commissioner’s Office to discuss payroll violation claims.
6. Receives, organizes, and summarizes all evidence in the management of case files; examines statements of facts and reviews documentation.
7. Conducts interviews with complainants, witnesses, employees, and other individuals in the evaluation of violations.
8. Evaluates and interprets construction terminology and technical specifications for violation research and spreadsheet management.
9. Attends court proceedings for violations; testifies to report findings.
10. Receives and acknowledges court order documentation to process funds and impose penalties.
11. Interfaces with Trade Union Organizers for prevailing wage claims and certified payroll review.
12. Establishes, collects, organizes, and maintains data; composes departmental reports, as requested.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

**Distinguishing Characteristics**

Involves strong organizational skills with a thorough understanding of construction terminology, legal documentation, rules and regulations of payroll and wage procedures, case file management, and court proceedings.

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

1. Knowledge of regulatory requirements and guidelines applicable to the work.
2. Knowledge of business English and spelling; knowledge of basic math.
3. Considerable knowledge of basic Clark County School District work policies and guidelines; knowledge of departmental practices and procedures.
4. Skills in the principles and techniques of customer service.
5. Skills in performing typing and data entry functions (i.e., data entry, word processing, and records retrieval).
6. Ability to understand and follow written and oral instructions.
7. Ability to perform mathematical computations accurately and efficiently.
8. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files.
9. Ability to prepare routine documents, reports, and memoranda.
10. Ability to clearly communicate information both verbally and in writing.
11. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines).
12. Ability to establish and maintain effective working relationships with school personnel, supervisors, students, and the general public.
13. Ability to recognize and report hazards and apply safe work methods.
14. Ability to work independently to carry out assignments to completion.
15. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
16. Ability to work flexible hours necessary for the efficient operation of the department.
17. 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 Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years responsible experience in administrative support functions and basic payroll accounting duties as they relate to construction contractor and subcontractor management with knowledge legal terminology, rules, and regulations as it relates to the work; or an equivalent combination of education, training, and experience.

**Licenses and Certifications**

1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
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. College transcript(s), if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District’s Information Systems Department.

Work Environment
Strength
Strength: Sedentary/Medium - Exert force 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. 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 and exposure to weather ranging from mild to moderate to extreme 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
District-issued/personal vehicles, various computers and software, printers, scanners, fax machines, telephones, calculators, motor vehicles, etc.

AA/EOE Statement
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.

Job Revision Information
- Revised: 02/12/20
- Created: 01/08/06