

Clerk Typist II – Bilingual

Position Details

Class Code: 0117

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 42 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, performs routine clerical tasks.

Essential Duties and Responsibilities

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

1. Types letters, memos, bulletins, narrative reports, and/or tables from rough drafts.
 2. Proofreads reports, letters, and/or other documents.
 3. Posts information to records or files.
 4. Records information on standard Clark County School District forms.
 5. Answers or asks questions of callers and visitors by phone or in person.
 6. Files and sorts correspondence, memos, and reports.
 7. Operates various office business machines.
 8. May perform media center, library, switchboard, or graphics responsibilities.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves varied clerical work to provide support services to other clerical positions, teachers, supervisors, or administrators.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn and apply new and established procedures.
2. Ability to interpret oral and written instructions.
3. Ability to apply basic grammatical rules.
4. Ability to perform basic mathematical computations.
5. Ability to maintain confidentiality of information.
6. Ability to learn the use of various types of office equipment.
7. Ability to meet predetermined deadlines.
8. Ability to handle several items at one time.
9. Ability to maintain accurate records.
10. Ability to handle simple tasks with speed and accuracy.
11. Ability to accept informal supervision from several people.
12. Ability to judge when to act independently and when to refer situations to supervisor.
13. Ability to work flexible hours or shifts.
14. Ability to work cooperatively with employees, students, parents/guardians, the public, and other agencies.
15. Ability to recognize and report hazards and apply safe work methods.
16. 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. One (1) year clerical experience.
3. Language Proficiency Test– demonstrated conversational proficiency in English and another language as measured by a Clark County School District administered assessment.

Licenses and Certifications

None specified.

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. Verification of successful completion of the Clark County School District administered Language Proficiency Test.
 3. Specific documented evidence of training and experience to satisfy qualifications, if applicable.
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Examples of Assigned Work Areas

Clark County School District facilities, schools, departments, and auxiliary sites.

Work Environment

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. 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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outside with temperatures ranging from mild/moderate to extreme 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

Various computers, printers, telephones, calculators, copy machines, fax machines, 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: 11/21/22
- Created: 05/27/20