

# Personnel Assistant

## Position Details

Class Code: 0136

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, provides highly responsible clerical/technical support in the administration of personnel programs and support operations.

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## Essential Duties and Responsibilities

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

1. Provides clerical/technical support, including word processing.
2. Provides courteous, responsive, accurate information to the public, administration, and employees.
3. Assists in general personnel research and problem resolution.
4. Assists in conducting personnel research projects.
5. Assists in placing temporary employees.
6. Confers with department representatives to clarify content of job applications/vacancies.
7. May confer with applicants determined as "not qualified."
8. Gathers information necessary to schedule applicant interviews.
9. Upon direction, may compose/type letters, reports, memoranda, and other correspondence.
10. Maintains position files and flow charts of assignments in progress.
11. Receives/logs-in requisitions, processes for advertisement, and logs-out for payroll processing when positions fill.

12. Promptly requests Qualified Selection Pool (QSP) lists from Information Processor and routes to supervisors/department heads with vacancies.
  13. Collects, analyzes, and interprets data.
  14. May assist with fingerprinting duties.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves responsible clerical/technical work regarding job application files and the tracking process for advertised positions.

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

1. Knowledge of general office procedures, business machines, computers, and word processing.
  2. Knowledge of basic research techniques.
  3. Ability to collect and analyze data; presents results in clear, concise reports and summaries.
  4. Ability to plan and organize work activities.
  5. Ability to maintain confidentiality of information.
  6. Ability to communicate effectively with people of diverse cultural, educational, and economic backgrounds, both verbally and in writing.
  7. Ability to apply established work procedures.
  8. Ability to establish and maintain cooperative working relationships with fellow employees.
  9. Ability to concentrate on accuracy of details.
  10. Ability to work under pressure, meet deadlines, and shift suddenly to new tasks as priorities change.
  11. Ability to maintain accurate records.
  12. Ability to work flexible hours or shifts.
  13. Ability to recognize and report hazards and apply safe work methods.
  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 (General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years' clerical experience; or,  
At least 48 credit hours from an accredited college/university and one (1) year of clerical experience; or,  
At least 60 credit hours from an accredited college/university.

**NOTE:** Some departments may require selected candidates to pass an extensive background check/investigation.

## Licenses and Certifications

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

**NOTE:** Some departments may require selected candidates to obtain (after hire) and maintain certification of Shared Computer Operations for Protection and Enforcement (SCOPE), National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), and other criminal history databases.

## Preferred Qualifications

Experience dealing with personnel administration or heavy public contact.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District Human Resources Division (HRD).

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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: 11/07/23
- Created: 05/23/90