

Personnel Assistant - Bilingual

Position Details

Class Code: 0138

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

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

Essential Duties and Responsibilities

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

1. Provides clerical/technical support involving computers and 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 temporary employee placements.
6. Clarifies content of job applications/vacancies with department representatives.
7. May confer with applicants deemed "not qualified."
8. Gathers information necessary for scheduling applicant interviews.
9. May compose/type letters, reports, memoranda, and other correspondence, as directed.
10. Maintains position files and flow charts of assignments in progress.
11. Receives/logs-in requisitions and processes for advertisement; logs out requisitions for payroll processing when positions fill.

12. Requests a Qualified Selection Pool (QSP) list from Information Processor and routes to supervisor/department head where vacancies exist, in a timely fashion.
 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 concerning job application files and the tracking process for advertised positions.

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/analyze data and present results in clear, concise reports/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.
 7. Ability to apply established procedures to work activities.
 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/shifts
 13. Ability to recognize/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,
A minimum of 48 credits from an accredited college/university, and one (1) year of clerical experience; or,
A minimum of 60 credits from an accredited college/university.
3. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment. 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 with personnel administration or heavy public contact.

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.

NOTE: Selected candidates must upload verification of successful language proficiency test completion to their profile.

Examples of Assigned Work Areas

Clark County School District Human Resources Division (HRD).

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.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

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: 06/09/17