

Elementary School Clerk

Position Details

Class Code: 0143

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, performs clerical duties and other related office assignments in an elementary school or Prime 6 Program office.

Essential Duties and Responsibilities

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

1. Assists in routine recordkeeping; prepares and maintains enrollment/attendance records.
2. Maintains student information system database to compile, retrieve, and generate accountability reports for class schedules, cumulative records, transfers, registrations, attendance, health records, discipline, student information, etc.
3. Plans, schedules, edits, and prioritizes input source documents and computer-generated outputs to maintain accuracy of printed products.
4. Assists with in receiving, distributing, and controlling information processing inputs.
5. Serves as liaison to school users regarding information processing quality, timelines, operations, irregularities, and requests; coordinates needed information to meet objectives.
6. Provides information to the public, teachers, and staff regarding school policies and activities.

7. Assists and/or trains designated personnel in proper use of equipment and software applications.
 8. Assists in compiling reports regarding child health/welfare, damage/theft, accidents, personnel, and Parent-Teacher Association (PTA) activities.
 9. Prioritizes work with respect to urgency, confidentiality, and relative importance.
 10. May assist in caring for ill students and administering First Aid, when necessary.
 11. Operates office equipment (computer, printer, copier, fax machine, microfilm machine, etc.).
 12. Screens and routes incoming/outgoing correspondence, including mail and telephone calls.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Performs complex clerical activities related to elementary/Prime 6 school office operations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Clark County School District (CCSD) policies, regulations, and procedures; ability to explain/apply CCSD policies, regulations, and procedures.
2. Ability to interpret written/verbal instructions.
3. Ability to maintain confidentiality of information.
4. Ability to query and produce reports.
5. Ability to communicate clearly/concisely, both verbally and in writing.
6. Ability to multitask and meet predetermined deadlines.
7. Ability to perform editorial checking for spelling, punctuation, and grammar.
8. Ability to research and compile data for reports.
9. Ability to file and maintain records.
10. Ability to recognize and understand limits of authority.
11. Ability to plan, organize, and prioritize work assignments.
12. Ability to handle unique problems and take independent action when required.
13. Ability to recognize/report hazards and apply safe work methods.
14. Ability to work cooperatively with CCSD staff, students, parents/guardians, the community/public, and other agencies.

15. 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. Two (2) years' clerical experience involving public contact and maintaining records.

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 (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

CCSD elementary and Prime 6 schools.

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, 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

Computers, printers, telephones, calculators, copiers, 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 difference 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: 10/13/23
- Created: 08/20/91