

Principal Operations Support Clerk

Position Details

Class Code: 0181

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, responsible for the supervision of clerical staff and office operations, as assigned.

Essential Duties and Responsibilities

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

1. Supervises and provides input for the evaluation of clerical staff.
2. Responsible for requisitioning, ordering, and receiving office supplies.
3. Prepares special purchase orders (SPOs), requisitions, and supporting documentation for submission to Purchasing for the Grounds section.
4. Communicates with vendors to order materials for section as requested by Grounds Supervisor.
5. Monitors the balance of open purchase orders.
6. Compiles, types, and edits confidential correspondence and reports.
7. Maintains appointments/meetings calendar for supervisor.
8. Screens and routes correspondence and reports.
9. Obtains and relays information from employees and the public via telephone and radio.

10. Prepares payroll variances from timesheets/documentation provided by supervisors.
 11. Explains department policies, rules, and procedures to employees and the public.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves a variety of clerical activities and the supervision of assigned personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of office machines.
 2. Knowledge of recordkeeping.
 3. Ability to manage an office.
 4. Ability to learn and apply procedures.
 5. Ability to operate a two-way radio.
 6. Ability to plan and organize work.
 7. Ability to meet predetermined deadlines.
 8. Ability to work independently.
 9. Ability to maintain confidentiality of information.
 10. Ability to perform editorial checking for spelling, punctuation, and grammar.
 11. Ability to work cooperatively with employees, vendors, and the public.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. 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 Education Development (GED), foreign equivalency, etc.).
2. Two (2) years of clerical experience involving recordkeeping.

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. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, offices, and schools.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; or 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, 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, typewriters, copy machines, calculators, fax machines, telephones, 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: 05/17/23
- Created: 11/09/92