

Statistical Clerk

Position Details

Class Code: 0265

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 difficult, specialized clerical duties, including recordkeeping and budget control of non-Clark County School District fund accounts.

Essential Duties and Responsibilities

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

1. Performs personnel-related clerical duties.
2. Prepares school/department billings for employees paid from non-District funds; maintains the budget for this function.
3. Terminates all special fund personnel from payroll records.
4. Processes employees' special check requests.
5. Maintains control records and distributes Certificates of Entitlement for Sick Leave Compensation, as requested.
6. Verifies monthly computer list of classified personnel for evaluation purposes.
7. Distributes evaluation forms to schools and departments.
8. Processes Employee Status forms to implement classified employee increments; processes all employment information related to student workers.
9. Maintains overtime log for all District campus monitors.
10. Maintains responsibility assignment log monthly.

11. Prepares requests for release of information submitted to Las Vegas Metropolitan Police Department (LVMPD).
 12. Assists personnel clerks in processing Employee Status forms, when necessary.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves clerical tasks of a specialized, complex nature.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Computer Remote Terminals and other types of office equipment.
 2. Ability to plan and organize work.
 3. Ability to handle complex assignments.
 4. Ability to maintain confidentiality of information.
 5. Ability to work under pressure and meet deadlines.
 6. Ability to perform mathematical and bookkeeping functions.
 7. Ability to interpret and explain procedures, both verbally and in writing.
 8. Ability to relate well with people.
 9. Ability to recognize/report hazards and apply safe work methods.
 10. 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. Three (3) years' clerical/secretarial work experience involving public contact.
3. Verified keyboarding/typing score of 45 words per minute net.

NOTE: Keyboarding/typing certifications must follow specific guidelines for consideration in the application or qualified selection pool (QSP) placement:

http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

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 (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Verified keyboarding/typing score of 45 words per minute net.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – schools and department offices.

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, 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, 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: 07/13/23
- Created: 07/01/84