

Pricing Clerk

Position Details

Class Code: 7145

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 direction, organizes/compiles statistical information on work requests and facility programs.

Essential Duties and Responsibilities

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

1. Calculates labor and material costs on all work orders submitted by shop supervisors when projects are completed.
 2. Checks work order coding classifications.
 3. Maintains and updates materials/pricing manuals.
 4. Maintains material cost lists on work order software.
 5. Maintains records of fires, floods, and other major damage claims.
 6. Monitors and communicates status of work orders between departments.
 7. Compiles program cost statistics.
 8. Prepares reports utilizing work orders, payroll variances, mileage, etc.
 9. Files work order information for staff and the department.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Keeps records of all materials and labor expended on Clark County School District facilities, and associated costs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations relative to the Facilities Department.
 2. Knowledge of business machines and office equipment.
 3. Knowledge of recordkeeping and pricing techniques.
 4. Ability to judge when to act independently and when to refer situations to an administrator.
 5. Ability to plan, organize, and prioritize work.
 6. Ability to develop and apply work procedures.
 7. Ability to meet predetermined deadlines.
 8. Ability to concentrate on accuracy of details.
 9. Ability to determine procedures for handling unique problems.
 10. Ability to work cooperatively with employees, students, and the public.
 11. Ability to recognize/report hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years' statistical pricing/cost estimation experience.

Licenses and Certifications

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

Preferred Qualifications

Experience in specific work environments may be preferred according to the advertised vacancy.

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. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

District facilities, offices, and schools.

Work Environment

Strength

Sedentary – exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and depth perception. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Occasional exposure to outside temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

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, 10-key adding machine/calculator, fax machines, copiers, telephones, 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: 08/10/23
- Created: 08/01/89