

Construction Compliance Clerk

Position Details

Class Code: 7152

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, monitors/analyzes payroll documentation to ensure compliance with applicable regulatory requirements and guidelines. Carries out routine and non-routine administrative support duties at journey-level, promoting efficient and organized office operations.

Essential Duties and Responsibilities

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

1. Monitors and analyzes certified payroll report submissions to ensure compliance with Nevada Administrative Code (NAC), and Nevada Revised Statutes (NRS) 338.
2. Identifies and resolves payroll report discrepancies for new construction projects, including subcontractors.
3. Interprets, explains, and applies written/verbal instructions, guidelines, and applicable regulatory requirements.
4. Maintains and verifies documents, reports, and databases; files records per departmental guidelines; retrieves files on request.
5. Discusses payroll violation claims with Chief Labor Commissioner's Office.
6. Receives, organizes, and summarizes evidence in the management of case files; examines statements of fact and reviews documentation.

7. Conducts interviews with complainants, witnesses, employees, and other individuals in the evaluation of violations.
 8. Evaluates/interprets construction terminology and technical specifications for violation research and spreadsheet management.
 9. Attends court proceedings for violations; testifies on report findings.
 10. Receives/acknowledges court order documentation to process funds and impose penalties.
 11. Interfaces with Trade Union Organizers for prevailing wage claims and certified payroll reviews.
 12. Establishes, collects, organizes, and maintains data; composes departmental reports, as requested.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves strong organizational skills with a thorough understanding of construction terminology, legal documentation, payroll/wage regulations and procedures, case file management, and court proceedings.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of applicable regulatory requirements and guidelines.
2. Knowledge of business English, spelling, and basic math.
3. Considerable knowledge of Clark County School District (CCSD)/department work policies and procedures.
4. Skills in customer service principles and techniques.
5. Skills in typing and data entry (word processing, records retrieval, etc.).
6. Ability to understand and follow written/verbal instructions.
7. Ability to accurately and efficiently perform mathematical calculations.
8. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records/files.
9. Ability to prepare routine documents, reports, and memoranda.
10. Ability to communicate clearly, both verbally and in writing.
11. Ability to operate basic office equipment (computers, printers, copiers, telephones, fax machines, etc.).

12. Ability to establish/maintain effective working relationships with school personnel, supervisors, students, and the general public.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. Ability to carry out assignments independently.
 15. Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
 16. Ability to work flexible hours necessary for efficient department operations.
 17. 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' responsible experience in administrative support and basic payroll accounting duties related to construction sub/contractor management, with knowledge of applicable legal terminology, rules, and regulations; or an equivalent combination of education, training, and experience.

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. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of a valid driver's license or state-issued identification card.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Information Systems Department.

Work Environment

Strength

Sedentary/medium - exert force up to 25-50 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, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat and exposure to weather ranging from mild to moderate to extreme 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/software, printers, scanners, fax machines, telephones, calculators, 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: 01/16/24
- Created: 01/08/06