

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

VEGAS PBS - ASSISTANT VOLUNTEER SPECIALIST

Class Code: 4822

Job Family: Broadcast/Communications

Classification: Support Staff

Terms of Employment: Pay Grade 48 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, performs a variety of complex secretarial and general accounting duties requiring substantial independent judgment. Assists the Volunteer Specialist in the recruitment and training of volunteers for all station activities and events. Provides clerical assistance for board meetings, volunteer recognition, and membership events, and gift solicitation for membership activities and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Plans, organizes, and sets priorities on work and works independently.
2. Interprets, explains, and applies written and oral instructions, procedures, and regulations.
3. Obtains and relays information from visitors on their needs and when necessary refers to appropriate administrative staff.
4. Prepares board items and assists in the set up of board meetings, travel arrangements, and travel reimbursements.
5. Maintains calendar and schedules for volunteers, membership and department events, appointments, meetings, and conferences.
6. Composes, prepares gift solicitation letters and mail merges, and edits confidential correspondence and complex reports.
7. Assists in the preparation and management of the department budget and special program and fundraising budgets.
8. Trains, coordinates, and assists in the supervision of volunteers in terms of needs of particular tasks and station events.
9. Prepares and maintains databases and informational charts relating to board and council members, volunteers, recording of volunteer hours, and other information as it relates to station and board activities.
10. Works some evenings and weekend hours as required by station events.
11. Conforms to safety standards, as prescribed.
12. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves complex secretarial duties pertaining to a highly specialized activity or large operating department.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of secretarial practices, office machines, and record-keeping/accounting.
2. Knowledge of Clark County School District operations in relation to division/department operations.
3. Ability to promote public relations and to deal tactfully and diplomatically with people.
4. Ability to plan, organize, and set priorities on work and to work independently.
5. Ability to interpret, explain, and apply written and oral instructions, procedures, and regulations.
6. Ability to keep information confidential and maintain an ethical attitude.
7. Ability to do editorial checking for spelling, punctuation, and grammar.
8. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks when priorities change.
9. Ability to handle letters and reports for conformance with given principles of style.
10. Ability to concentrate on accuracy of details.
11. Ability to prepare complex reports on own initiative or as directed.
12. Ability to work flexible hours or shifts.

13. Ability to recognize and report hazards and apply safe work methods.
14. Judgment as to when to act independently and when to refer situations to supervisor.
15. 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. Three (3) years of secretarial/clerical experience.
3. Verified keyboarding/typing score of 45 words per minute net.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT: http://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf

Licenses and Certifications:

None Specified

Preferred Qualifications:

Verified dictation score of 80 words per minute.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities – schools and department offices.

WORK ENVIRONMENT: Strength: Sedentary/Light - Exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 and 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:

Various computers, printers, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.