

Administrative Clerk

Position Details

Class Code: 0200

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, organizes, directs, and reviews complex clerical activities.

Essential Duties and Responsibilities

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

1. Plans, organizes, and prioritizes work, functioning independently with minimal supervision.
2. Organizes and supervises complex record and file maintenance.
3. Coordinates and assigns tasks to team members, as necessary.
4. Prepares complex reports on own initiative or as directed.
5. Identifies and implements workflow and procedural improvements.
6. Promotes positive public relations and interacts tactfully and diplomatically with others.
7. Determines procedures for addressing unique or complex problems.
8. Interprets, explains, and applies verbal and written instructions, procedures, and regulations.
9. Prepares correspondence in response to inquiries.
10. Develops procedures for obtaining information from employees, records, or observations.

11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex clerical tasks that require substantial judgment and analytical ability.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Clark County School District (CCSD) operations as they relate to the assigned division or department.
 2. Knowledge of business machines, office equipment, and recordkeeping and accounting practices.
 3. Ability to develop original reports, correspondence, and procedures.
 4. Ability to foster positive public relations and interact tactfully and diplomatically with others.
 5. Ability to plan, supervise, and coordinate the work of team members.
 6. Ability to work under pressure, meet tight deadlines, and adapt quickly to shifting priorities.
 7. Ability to maintain confidentiality and maintain uphold an ethical attitude.
 8. Ability to perform editorial review for spelling, punctuation, and grammar.
 9. Ability to concentrate on accuracy and attention to detail.
 10. Ability to establish procedures for addressing unique or complex problems.
 11. Ability to cooperate with management, staff, and the public.
 12. Ability to judge when to act independently and when to refer situations to a supervisor.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. 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 Educational Development [GED], foreign equivalency, etc.).
2. Three (3) years' clerical experience.

Licenses and Certifications

None specified.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10lbs., frequently; negligible force, 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 screens, 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, copiers, 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: 08/28/25
- Created: 10/20/00