

# Clerk Typist I - Bilingual

## Position Details

Class Code: 0115

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 40 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision, performs routine clerical tasks.

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## Essential Duties and Responsibilities

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

1. Types letters, memos, bulletins, narrative reports, and tables from rough drafts.
  2. Proofreads reports, letters, and other documents.
  3. Posts information to records or files.
  4. Records information on standard Clark County School District forms.
  5. Addresses caller and visitor inquiries.
  6. Sorts/files correspondence, memos, and reports.
  7. Operates office business machines.
  8. May perform media center, library, switchboard, or graphics responsibilities.
  9. Conforms to safety standards, as prescribed.
  10. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves varied clerical work supporting teachers, supervisors, administrators, and other clerical positions.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Ability to learn and apply procedures.
2. Ability to interpret verbal and written instructions.
3. Ability to apply basic grammatical rules.
4. Ability to perform basic mathematical calculations.
5. Ability to maintain confidentiality of information.
6. Ability to use office equipment.
7. Ability to meet predetermined deadlines.
8. Ability to multitask.
9. Ability to maintain accurate records.
10. Ability to handle simple tasks with speed and accuracy.
11. Ability to accept informal supervision from several people.
12. Ability to judge when to act independently and when to refer situations to a supervisor.
13. Ability to work flexible hours/shifts.
14. Ability to work cooperatively with employees, students, parents/guardians, the public, and other agencies.
15. Ability to recognize/report hazards and apply safe work methods.
16. 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. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a District-approved third-party administrator.

**NOTE:** Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

### **Licenses and Certifications**

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

## **Preferred Qualifications**

None specified.

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## **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.

**NOTE:** Selected candidates must upload verification of successful language proficiency test completion to their profile.

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## **Examples of Assigned Work Areas**

District facilities, schools, departments, and auxiliary sites.

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## **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 settings 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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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## **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: 09/05/23
- Created: 08/04/17