

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **District Administration Clerical Aide**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** Days and hours as assigned by supervisor

**JOB GOAL:** Under general supervision, provides responsible clerical and technical support to district level administrators requiring a high degree of awareness, tact, creativity, and initiative in order to carry out the functions of the immediate supervisor's department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Organizes and maintains complex and sensitive documents, records and files.
2. Under general supervision, coordinates and organizes multiple projects.
3. Compiles and prepares detailed fiscal, statistical, state, and other reports and correspondence or documents as directed.
4. Interprets and applies written and oral instructions, procedures and regulations.
5. Screens, files, and/or routes correspondence, reports, bulletins, faxes, emails and telephone calls.
6. Promotes positive public relations and deals tactfully and diplomatically with administration, district staff, co-workers and public.
7. Communicates clearly, both orally and in writing.
8. Teats sensitive NCS D information with the appropriate confidentiality.
9. May work extended hours to provide support and to meet deadlines.
10. Performs all other related duties and functions as assigned by supervisor.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Demonstration of responsible decision making and ability to organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimum supervision.
2. Demonstrated ability to cooperate with management, staff, outside agencies, and the public.
3. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
4. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
5. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
6. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. Minimum of High School Diploma
2. One (1) year practical experience in office procedures

**Licenses and Certifications:**

- 1. Valid Nevada Driver License

**Screening and Compliance:**

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD Drug and Alcohol Testing Policy
- 3. Ability to pass NCSD District Level Secretarial test.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires 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:** May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

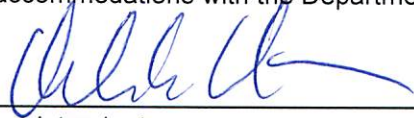
**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

2/4/20  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_