

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

## Clerical Aide

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 185 days a year, hours to be established by site principal.

**JOB GOAL:** To ensure the efficient operation of the school office to ensure the maximum contribution to the success of the staff and students of the school is possible.

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

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

1. May assist the secretary & Principal with attendance record keeping.
2. May assist the secretary & Principal with activity fund accounting.
3. May assist the secretary & Principal with record keeping for Employee absences.
4. May assist the secretary & Principal with submission of time sheets.
5. May assist the secretary & Principal with securing substitutes for teachers and other staff as needed.
6. May assist the secretary & Principal with operating the computerized attendance, and record keeping system.
7. May assist the secretary & Principal with maintaining of student files and records.
8. May assist the secretary & Principal with inventory management and requisitioning office supplies.
9. May assist the secretary & Principal with supplying needed materials to staff.
10. May assist the secretary & Principal with assist with submission of athletics forms and reports.
11. May assist the secretary & Principal with general filing and typing.
12. May assist the secretary & Principal with screen and route correspondence and phone calls.
13. May assist the secretary & Principal with serve as a receptionist for visitors.
14. May assist the secretary & Principal with maintaining the Principal's calendar.
15. May assist the secretary & Principal with performs minor first aid.
16. May assist the secretary & Principal with checking deliveries against purchase orders and/or invoices.
17. May assist the secretary & Principal with requisitioning necessary office supplies.

### **POSITION EXPECTATIONS**

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

1. Ability to learn relevant regulations and rules.
2. Ability to work cooperatively with students, staff, parents, and the general public.
3. Recognizes and reports hazards, conforms to safety standards as prescribed.
4. Knowledge of office procedures.
5. Ability to operate office equipment, including computers and various online programs.
6. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
7. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
8. Recognizes and reports hazards, and conforms to safety standards as prescribed.
9. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
10. 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. High School Diploma or equivalent
2. Post-secondary training in secretarial skills or experience in a secretarial position.
3. Aptitude for successful completion of assigned tasks.
4. Proficiency in typing.

**Licenses and Certifications:**

- 1. Must have a passing score on the site level Secretary/Clerical test as administered by the District.
- 2. Valid Nevada Driver License

**Screening and Compliance:**

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCS D Drug and Alcohol Testing Policy

**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, 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, and 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 and 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). May be required to diffuse threatening situations/confrontations.

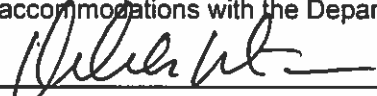
**Working Conditions:** Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, and other supplies necessary to perform the function of the position description.

**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

8-22-17  
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: \_\_\_\_\_