**LANDER COUNTY SCHOOL DISTRICT**

**P.O. BOX 1300**

**Battle Mountain, NV 89820**

**(775) 635-2886**

# FAX (775) 635-5347

# POSITION ANNOUNCEMENT

**TEMP - Administrative Support I / Administrative Clerk**

**DEFINITION:** Under close supervision, performs a variety of general clerical duties including typing/word processing, reception, and phone answering; files and performs errands of an official nature for other office staff.

**DISTINGUISHING CHARACTERISTICS:** Position is a TEMP entry level/trainee level job, and as such, performs general reception, support, and record maintenance duties at the direction of the supervisor. As experience is gained, incumbent works more independently within established guidelines. This level is distinguished from higher levels in the Administrative Support class by the focus on handling primarily routine and/or repetitive day-to-day tasks. Positions at this level are characterized by assignments which can be carried out by following clear guidelines and the availability of supervision in non-routine situations.

**ESSENTIAL FUNCTIONS:** ***(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).***

1. Enters data into computer system or databases; records codes and verifies information for completeness and accuracy; maintains records, compiles data, and prepares reports and summaries in conformance with predetermined forms and procedures.
2. Searches files and records for information needed by other staff; sorts, categorizes, and files documents and records.
3. Makes copies of documents and reports; sends and delivers faxes; compiles figures for reports, budget submissions, and revenue/expense projections.
4. Provides clerical assistance for special projects such as annual reports, board proposals, economic development initiatives, etc.
5. Opens and distributes mail; processes outgoing mail.

**QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. Light lifting (up to 25 pounds) is occasionally required. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may require occasional travel by car to carry out deliveries or pick up material. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

***Employee’s Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee’s Signature Date Signed