CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATA PROCESSING MACHINE OPERATOR

Class Code: 1326
Job Family: Administrative/Clerical/Secretarial
Classification: Support Staff
Terms of Employment: Pay Grade 46 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, performs skilled work in setting up, operating, and maintaining forms deleaver, forms burster, and processing of materials in and out of the computer room.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Sets up and operates forms deleaver and forms burster to specifications.
2. Sets up and operates check signing attachment for the proper processing of payroll and accounts payable warrants.
3. Organizes and books various types of reports for distribution.
4. Boxes and mails microfilm/fiche tapes.
5. Orders and maintains computer paper supplies in the storeroom and computer room.
6. Arranges for the proper disposal of obsolete and outdated reports.
7. Cleans, adjusts, services, and makes minor repairs to equipment, as needed.
8. Conforms to safety standards prescribed, as prescribed.
9. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves operation and maintenance of forms deleaver and burster as well as maintaining the proper level of supplies for use on the computer.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Ability to learn and apply established procedures.
2. Ability to work rapidly and accurately.
3. Ability to follow instructions.
4. Ability to do heavy lifting.
5. Ability to learn the operation of the forms deleaver and burster.
6. Ability to relate well with administrators, employees, and the public.
7. Ability to lift moderately heavy materials.
8. Ability to recognize hazards and to apply safe work methods.
9. Coordination and dexterity.
10. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).

Licenses and Certifications:
None Specified

Preferred Qualifications:
Completion of computer courses.
DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Information Systems Department.

WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity. Vision to read printed materials, a Video Display Terminal (VDT) screen, 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, 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).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, telephones, calculators, copy machines, fax machines, forms deleaver, forms busters, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.