Position Details
Class Code: 1330
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 51 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision, establishes priorities, controls the work flow of personnel, operates the computer, and monitors the quality of input and output data of the department computer programs pertaining to special education, vehicle maintenance, parts inventory, other related functions, and may involve other Clark County School District operations.

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

1. Plans, schedules, edits, and prioritizes input source documents and computer generated output to maintain accuracy of printed products.
2. Coordinates with users to identify requirements, develop production schedule, and printed products to meet user requirements.
3. Coordinates with Information Systems on the quality, accuracy, and suitability of computer programs.
4. Trains personnel in the use of the computer programs.
5. Supervises personnel in the proper coding of computer input data.
6. Recommends new and/or revised procedures and computer products.
7. Assists user in the interpretation of computer products.
8. Conforms to safety standards, as prescribed.
9. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves supervision, reviewing, editing, establishing priorities, operating, and monitoring computers and related equipment.

Knowledge, Skills, and Abilities (Position Expectations)
2. Knowledge of computer operations.
3. Ability to work under pressure and meet deadlines.
4. Ability to schedule work and establish priorities.
5. Ability to work independently.
6. Ability to read and interpret complex materials.
7. Ability to train employees in the use of Information Systems.
8. Ability to assist individuals in the use and interpretation of computer products.
9. Ability to relate well with administrators, employees, and the public.
10. Ability to recognize and report hazards and apply safe work methods.
11. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year of experience with data processing systems; or, Two (2) years of experience working with highly complex reports or managerial reports and data.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications
One (1) year of supervisory experience.

Document(s) Required at Time of Application
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District Information Systems Department.

Work Environment

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

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices. Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices. Vision: Frequent near and 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 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
District-issued/personal vehicles, various computers, printers, consoles, modems, tape drives, control units, optical mark scanners, telephones, copy machines, fax machines, forms deleaver, forms bursters, etc.

AA/EOE Statement
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.

Job Revision Information
- Revised: 02/11/20
- Created: 09/01/83