DATA SYSTEMS OPERATOR

Position Details
Class Code: 1482
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 48 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general direction, performs data entry into a variety of database systems and generates, reads, and interprets data reports.

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

1. Accurately and competently enters and verifies alphanumeric data from a variety of sources (including paper-based, electronic, and phone, etc.) into a computer database.
2. Accurately enters information into electronic forms.
3. Proofreads documents, files, and stored data to validate information.
4. Performs simple queries using basic filter to extract data and generate reports.
5. Maintains the confidentiality of records and information pertaining to students and Clark County School District personnel.
6. Performs the electronic filing of information by scanning and uploading documents to computer systems.
7. Maintains a high level of accuracy, while focusing on process efficiency, with an emphasis on attention to detail; high quality service and productivity.
8. Follow established practices and standards for the input and presentation of information.
9. Communicates information effectively and provides customer service internally and externally via phone, email, and public counter.

10. Establishes and maintains collaborative working relationships with schools, departments, and Divisions within the District.

11. Conforms to safety standards, as prescribed.

12. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves utilizing relational database systems to enter and validate data.

Knowledge, Skills, and Abilities (Position Expectations)


2. Ability to follow oral and written directions.

3. Ability to communicate both verbally and in writing.

4. Ability to maintain current knowledge of technology, new computer user applications, and data management systems.

5. Ability to establish and maintain cooperative working relationships with fellow employees and to work independently.

6. Ability to manage multiple assignments and meet predetermined deadlines.

7. 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. Three (3) years data entry experience.

3. Verified typing/keyboarding score of 45 words per minute net.


Licenses and Certifications

1. Level I in Microsoft Excel. Verification must be obtained by receiving a minimum passing score of 75% on the Level I Excel Candidate Test Report administered
by the Clark County School District or satisfactory passing score from other testing agencies authorized by the Clark County School District.

2. 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.

3. 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
Completion of Excel and/or Access coursework.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 45 words per minute net.
3. Copy of Level I Candidate Test Report Microsoft Excel 2007 issued by the Clark County School District or satisfactory passing score from other testing agencies authorized by the Clark County School District.
4. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
6. Specific documented evidence of training and experience to satisfy preferred qualifications.

Examples of Assigned Work Areas
Clark County School District business offices – Assessment, Accountability, Research, and School Improvement Division, and travel to and from schools, and other District office settings.
Work Environment

Strength
Strength: Sedentary/Light - Exert force to 25 lbs., occasionally.

Physical Demand
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 acuity, occasional 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/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards
Furniture, 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, copy machines, calculators, fax machines, telephones, 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: 03/03/20
- Created: 09/12/14