

Information Processor

Position Details

Class Code: 0285

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 45 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, operates a microcomputer and/or word processor using database and spreadsheet programs to produce and develop complex work involving high levels of quality, quantity, and speed.

Essential Duties and Responsibilities

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

1. Performs complex work on microcomputer, word processor, and auxiliary support equipment involving a high degree of skill in complex procedures, formats, and machine operation.
2. Assists with receiving, distributing, and controlling input to information processing operation.
3. Keyboard input and play back final output from a variety of assignments of draft copies, typing, and compositions using a variety of source documents and detailed instructions.
4. Determines work priorities and exercises judgment with respect to urgency, confidential status, and relative importance.
5. Serves as liaison with departmental users regarding quality and timeliness of information processing operation, pointing out irregularities and requesting/coordinating needed information to meet objectives.
6. Identifies and resolves equipment and procedural problems.

7. Edits and proofreads all work prior to distribution.
 8. Assists and/or trains designated personnel in the proper use of equipment and software applications.
 9. Learns to use new computer programs, equipment, and procedures for specific applications.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the operation of microcomputer and/or word processing equipment using database and spreadsheet programs to work with complex data.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to concentrate on accuracy of details.
 2. Ability to work rapidly and accurately with names, numbers, codes, and symbols.
 3. Ability to work under pressure and schedule work to meet deadlines.
 4. Ability to do editorial checking for grammar, punctuation, and spelling.
 5. Ability to work well with others.
 6. Ability to recognize and report hazards and apply safe work methods.
 7. Good knowledge of problem solving.
 8. Possess physical and mental stamina commensurate with the responsibilities of the position.
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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 computer information processing experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Completion of a word processing/data processing course.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, broadcast facility, schools, and remote location sites. Position utilizes equipment for master control, telecine, and recording studio productions; assists in delivering and operating equipment at remote production locations.

Work Environment

Strength

Medium - exert force of 20 to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, 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 to 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, 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, 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, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/11/23
- Created: 06/01/89