

# Computer Systems Specialist

## 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

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## Position Summary

Under general supervision, establishes priorities, controls personnel workflow, operates computers, and monitors input/output data quality of department computer programs pertaining to special education, vehicle maintenance, parts inventory, and other related functions, possibly involving other Clark County School District operations.

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## 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 schedules, and print products meeting user requirements.
  3. Coordinates with Information Systems on the quality, accuracy, and suitability of computer programs.
  4. Trains personnel in the use of computer programs.
  5. Supervises personnel in the proper coding of computer input data.
  6. Recommends new/revised procedures and computer products.
  7. Assists users in interpreting computer products.
  8. Conforms to safety standards, as prescribed.
  9. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves supervising, reviewing, editing, prioritizing, operating, and monitoring computers/related equipment.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of computer source documents and printed products.
  2. Knowledge of computer operations.
  3. Ability to work under pressure and meet deadlines.
  4. Ability to schedule and prioritize work.
  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 using and interpreting 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.
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## **Position Requirements**

### **Education, Training, and Experience**

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

### **Licenses and Certifications**

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

### **Preferred Qualifications**

One (1) year of supervisory experience.

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## Document(s) Required at Time of Application

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

CCSD Information Systems Department.

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## Work Environment

### Strength

Sedentary/medium - exert force up to 25-50 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/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

CCSD-issued/personal vehicles, computers, printers, consoles, modems, tape drives, control units, optical mark scanners, telephones, copiers, fax machines, forms decollator/burster, etc.

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### **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: 1/16/24
- Created: 09/01/83