

Data Processing Machine Operator

Position Details

Class Code: 1326

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, sets-up, operates, and maintains forms decollator/burster machines and processes materials in/out of the computer room.

Essential Duties and Responsibilities

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

1. Sets-up and operates forms decollator/burster machines to specifications.
 2. Sets-up/operates check-signing attachment for proper payroll and accounts payable warrant processing.
 3. Organizes and books reports for distribution.
 4. Boxes and mails microfilm/microfiche tapes.
 5. Orders and maintains storeroom/computer room paper supplies.
 6. Arranges for proper disposal of obsolete reports.
 7. Cleans, adjusts, services, and makes minor repairs to equipment, as needed.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Operates and maintains forms decollator/burster; maintains proper supply levels.

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 lift heavy objects.
 5. Ability to learn forms decollator/burster operations.
 6. Ability to relate well with administrators, employees, and the public.
 7. Ability to recognize/report hazards and apply safe work methods.
 8. Possess coordination and dexterity.
 9. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)

Licenses and Certifications

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

Preferred Qualifications

Completion of computer courses.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., 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

Clark County School District Information Systems Department.

Work Environment

Strength

Sedentary/medium - exert force up 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 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, 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

Computers, printers, telephones, calculators, copiers, fax machines, forms decollator, forms buster, 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: 08/10/23
- Created: 07/01/88