

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, enters data into database systems, and generates, reads, and interprets reports.

Essential Duties and Responsibilities

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

1. Enters and verifies alphanumeric data (including paper-based, electronic, phone, etc.) into a computer database in an accurate, competent manner.
2. Accurately enters information into electronic forms.
3. Proofreads documents, files, and stored data to validate information.
4. Performs simple queries using basic filters to extract data and generate reports.
5. Maintains confidentiality of Clark County School District student/personnel records.
6. Electronically files information by scanning and uploading documents to computer systems.
7. Maintains a high level of accuracy while focusing on process efficiency; emphasizes attention to detail, quality service, and productivity.
8. Inputs and presents information according to established standards/practices.
9. Communicates information effectively; provides internal/external customer service via phone, email, and face-to-face.

10. Establishes and maintains collaborative working relationships with schools, departments, and District divisions.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Utilizes relational database systems to enter and validate data.

Knowledge, Skills, and Abilities (Position Expectations)

1. Working Knowledge of Microsoft Office Suite.
 2. Ability to communicate verbally and in writing.
 3. Ability to follow verbal and written directions.
 4. Ability to keep current with technology, applications, and data management systems.
 5. Ability to establish and maintain cooperative working relationships with fellow employees.
 6. Ability to work independently.
 7. Ability to manage multiple assignments and meet predetermined deadlines.
 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 Education Development (GED), foreign equivalency, etc.)
2. Three (3) years' data entry experience.
3. Proficient in Microsoft Access and Word.

Licenses and Certifications

1. Level I in Microsoft Excel. Verification must be obtained by receiving a passing score (75% or higher) on the Level I Excel Candidate Test Report administered by the District or a District-authorized testing agency.

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

NOTE: Microsoft Excel certifications must follow specific guidelines for consideration as part of the application or QSP placement:

<http://ccsd.net/employees/resources/pdf/2016-Excel-2007-Test-Flyer-A.pdf>

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. Proof of passing score on District-issued/-authorized Microsoft Excel Level I test.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Assessment, Accountability, Research, and School Improvement (AARSI) Division, and travel to/from schools and District offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally.

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 settings 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

District-issued/personal vehicles, computers, printers, copiers, calculators, fax machines, telephones, 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: 09/12/14