

# 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

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## Position Summary

Under general direction, enters data into database systems, and generates, reads, and interprets reports. Performs complex document and data management requiring independent judgment, including uploading and downloading confidential records, verifying customer identities to protect educational data, and providing support to government agencies, corporations, legal offices, educational institutions, and the public.

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## Essential Duties and Responsibilities

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

1. Enters and verifies alphanumeric data from various sources (paper-based, electronic, phone, etc.) into computer databases accurately and efficiently.
2. Accurately inputs information into electronic forms.
3. Proofreads documents, files, and stored data to validate information.
4. Performs basic queries using filters to extract data and generate reports.
5. Maintains confidentiality of information in compliance with FERPA regulations.
6. Electronically files information by scanning and uploading documents into computer systems.
7. Maintains a high level of accuracy while focusing on process efficiency, emphasizing attention to detail, quality service, and productivity.
8. Processes and prioritizes record requests from K-12 schools, current and former students, corporations, legal entities, and governmental institutions seeking academic records, confidential documents, or graduation verifications of former students.
9. Verifies client identification and signed release forms prior to fulfilling document

- requests.
10. Inputs and presents information in accordance with established standards and practices.
  11. Communicates information effectively and provides internal and external customer service via phone, email, and in-person interactions.
  12. Establishes and maintains collaborative working relationships with schools, departments, and Clark County School District (CCSD) divisions.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Utilizes relational database systems to enter and validate data. Coordinates records management and archival activities to ensure compliance, while providing training and support to records staff and customers.

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

1. Knowledge of Microsoft Office Suite.
  2. Knowledge of CCSD-identified Student Information Systems and their functions.
  3. Ability to communicate effectively, both verbally and in writing.
  4. Ability to follow verbal and written instructions.
  5. Ability to stay current with technology, applications, and data management systems.
  6. Ability to establish and maintain cooperative working relationships with colleagues.
  7. Ability to work independently.
  8. Ability to manage multiple assignments and meet predetermined deadlines.
  9. Ability to read transcripts and determine graduation status.
  10. Ability to work under strict deadlines.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. 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. 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 CCSD 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. 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.
4. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

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

[https://ccsd.net/employees/resources/pdf/typing\\_certification\\_guidelines.pdf](https://ccsd.net/employees/resources/pdf/typing_certification_guidelines.pdf)

## **Preferred Qualifications**

Completion of Excel and/or Access coursework.

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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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
4. Safe driving record.
5. Proof of passing score on District-issued/-authorized Microsoft Excel Level I test.
6. 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, travel to and from schools and other CCSD offices.

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## **Work Environment**

## **Strength**

Sedentary/light - exert force up to 20 lbs., occasionally; frequently; negligible force, 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, Video Display Terminal screens, 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).

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

CCSD-issued/personal vehicles, computers, printers, copiers, calculators, fax machines, telephones, 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: 09/04/25
- Created: 09/12/14