

# Information Control Specialist

## Position Details

Class Code: 1542

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Staff Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, coordinates computer job process requests and projects, establishes priorities, operates computer systems, and monitors the quality of input to and output from the department's computer system processes. Validates accuracy of Central Information Services (CIS) generated reports and information; coordinates, plans, prepares, and maintains records management procedures to ensure compliance with CIS security procedures; provides customer service to end users. Responsible for final quality assurance checks on outgoing CIS information deliveries.

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## Essential Duties and Responsibilities

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

1. Plans, organizes, and sets priorities on work. Coordinates, schedules, and prioritizes computer program input source documents as well as verifies accuracy of output.
2. Analyzes and coordinates special requests; reviews data, verifies data accuracy, and distributes data.
3. Interfaces with Clark County School District (CCSD) departments to upload, verify, and process data; utilizes systems processes to prepare data for programming team to process.
4. Utilizes systems processes to coordinate and monitor electronic delivery of data requests.

5. Creates online user forms through First Class Designer.
6. Collaboratively develops and coordinates operational processes for large scale projects (opening school materials, elementary grade reporting, etc.).
7. Inspects CIS output to verify accuracy prior to distribution to users.
8. Distributes output through specified methods while following CIS security procedures.
9. Maintains and verifies accuracy of the CIS Data/Report Distribution database to ensure accurate documentation of output and distribution paths.
10. Develops and maintains necessary forms for processing, tracking, and maintaining data distribution records in compliance with CIS security procedures.
11. Analyzes, reviews, recommends, and assists programmers with the development along with implementation of new or modified reporting methods and procedures as well as adapts programs to new requirements.
12. Analyzes and evaluates data integrity issues; makes recommendations or seeks assistance from systems programmers.
13. Provides support to end users; confers with Data Control Manager to identify problems.
14. Maintains fixed asset inventory records.
15. Serves as liaison between CIS and CCSD, departmental, and/or school users regarding requests for program creation or updates through the Service Desk.
16. Utilizes advanced computer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
17. Assists with training staff in the use of the computer programs and the proper coding of computer input data.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

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## **Distinguishing Characteristics**

Involves inputting, reviewing, editing, and verifying accuracy of computer data, establishing priorities, and operating/monitoring computers as well as related equipment; involves advanced computer software and supporting enterprise application skills. Involves coordinating report distribution, records management, and archival activities to ensure compliance with procedures while providing quality control and customer service support to end users.

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

1. Knowledge of CCSD operations in relation to division/department operations.
  2. Knowledge of computer operations, computer source documents, and printed products.
  3. Working knowledge of online computer system operations and the data communication interfaces of mainframe computers, servers, and systems.
  4. Comprehensive working knowledge of computer systems including the use of productivity tools such as Microsoft Access, Excel, Word, Internet Explorer, InterAct, etc.
  5. Knowledge of records management, retention, and archival storage requirements.
  6. Ability to prepare, write, and maintain clear and concise records, reports, documentation, and other written materials; ability to maintain organized and accurate records.
  7. Ability to conduct research, analyze, and track problems to final solution.
  8. Ability to work under pressure and meet deadlines.
  9. Ability to schedule work and establish priorities.
  10. Ability to plan, organize, and complete assigned tasks.
  11. Ability to work independently.
  12. Ability to read and interpret complex materials.
  13. Ability to develop, refine, and follow procedures.
  14. Ability to assist with training staff in the use of computer programs.
  15. Ability to cross train employees on team processes and functions.
  16. Ability to effectively communicate with administrators, employees, vendors, and the public.
  17. Ability to effectively communicate both verbally and in writing.
  18. Ability to work flexible hours or shifts.
  19. Ability to judge when to act independently and when to refer to a supervisor.
  20. Ability to maintain confidentiality of information.
  21. Ability to recognize and report hazards and apply safe work methods.
  22. 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 of related work experience to include:
  - At least two (2) years of experience working in an information systems organization that is responsible for providing and supporting enterprise-wide systems and applications (student information system, enterprise resource planning system, etc.) in which primary responsibilities included collecting, analyzing, and interpreting requests from users, application developers, computer operations, and job schedulers, and distributing system output in physical and electronic format; and,
  - At least two (2) years of experience utilizing advanced skills in Microsoft Access, Excel, and Word, preparing complex reports, forms, and statistical information; and,
  - At least two (2) years of experience working in a computer processing environment related to data entry software and processes working with source documents, data, and reports.

## Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Level I in Microsoft Excel. Verification must be obtained by receiving a minimum passing score of 75% on the Level I Excel 2007 Candidate Test Report administered by CCSD or satisfactory passing score from other testing agencies authorized by CCSD.

NOTE: Microsoft Excel certification must follow specific guidelines in order for your application or qualified selection pool (QSP) placement to be considered by the Clark County School District:

<https://www.vegaspbs.org/workforce-education/workplace-testing/>

## Preferred Qualifications

One (1) year of experience serving as a team lead for projects to include responsibility for operation of computer systems, establishing work priorities, coordinating and maintaining records management procedures, and quality assurance.

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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
  3. Copy of Level I Candidate Test Report Microsoft Excel 2007 issued by the Clark County School District CCSD or satisfactory passing score from another testing agency authorized by CCSD.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District Central Information Systems Department.

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## 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, stopping, 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 and 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).

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

Computers, printers, consoles, modems, tape drives, control units, optical mark scanners, telephones, copiers, fax machines, forms folder/sealer, forms burster, forms scanner, forms strapper, 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: 10/31/23
- Created: 01/10/11