INFORMATION PROCESSOR

Position Details

Class Code: 0285
Job Family: Administrative/Clerical/Secretarial
Classification: Support Professional
Terms of Employment: Pay Grade 45 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMP

Position Summary

Under general supervision, operates a microcomputer and/or word processor using database and spreadsheet programs to produce and develop complex work involving high levels of quality, quantity, or speed.

Essential Duties and Responsibilities

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

1. Performs complex work on microcomputer, word processor, and auxiliary support equipment involving a high degree of skill in complex procedures, formats, and machine operation.
2. Assists with receiving, distributing, and controlling input to information processing operation.
3. Keyboard input and play back final output from a variety of assignments of draft copy, typing, and composition using a variety of source documents and detailed instruction.
4. Determines work priorities and exercises judgment with respect to urgency, confidential status, and relative importance.
5. Serves as liaison with departmental users regarding quality or timelines of information processing operation pointing out irregularities and requesting and coordinating needed information to see that objectives are being met.
6. Identifies and resolves equipment and procedural problems.
7. Edits and proofreads all work prior to distribution.
8. Assists and/or trains designated personnel in the proper use of equipment and software applications.
9. Learns to use new computer programs, equipment, and procedures for specific applications.
10. Conforms to safety standards, as prescribed.
11. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves the operation of microcomputer and/or word processing equipment using database and spreadsheet programs to work with complex data.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to keyboard/type at a minimum speed of 40 wpm.
2. Ability to concentrate on accuracy of details.
3. Ability to work rapidly and accurately with names, numbers, codes, and symbols.
4. Ability to work under pressure and meet deadlines.
5. Ability to schedule work to meet deadlines.
6. Ability to do editorial checking for grammar, punctuation, and spelling.
7. Ability to work well with others.
8. Ability to recognize and report hazards and apply safe work methods.
9. Good knowledge of problem solving.
10. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of information processing experience on a computer; or,
   One (1) year of information processing experience on a computer and a verified keyboarding/typing score of 40 words per minute net.
Licenses and Certifications
None Specified.

Preferred Qualifications
Completion of a word processing/data processing course.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 40 words per minute net, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities, broadcast facility, schools, and remote location sites. Position utilizes equipment for master control, telecine, recording studio productions, and assists in delivering and operating equipment at remote production locations.

Work Environment

Strength
Medium - Exert force 20 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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and 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, 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
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 05/27/20
- Created: 06/01/89