

DATA PROCESSING CONTROL CLERK

Comp.
JG V

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of clerical functions associated with the operation of computer and peripheral data processing equipment. Incumbents receive data in various forms; review, code and collate the data performing required clerical or mechanical functions. Incumbents also receive and review the data after processing has been completed. Work is performed under the direct supervision of a higher ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, reviews, codes and collates source documents, making corrections wherever necessary;
Receives and corrects computer runs and prepares data for update to master file;
Controls work logs and distribution of work batches;
Enters data from coded source documents via remote entry to on-line system or personal computer system;
Operates various unit record equipment, computer terminal, microcomputer and other miscellaneous office equipment;
Reviews reports, validates data and distributes monthly reports to source departments;
Trains personnel on all functions relative to the performance of the job;
Maintains prescribed liaison with user personnel;
Receives and records data after processing is complete;
Forwards user inquiries via the telephone;
Controls input-output from the users;
Assists librarian in maintenance of tape, diskettes and cartridges which store information and record library;
Maintains user documents (manuals);
Performs equipment test procedures;
Notifies appropriate personnel of equipment malfunctions, discrepancies or inaccuracies;
Maintains records of user activity/output as needed for billing and historical record keeping.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of data processing equipment, various unit record equipment, computer terminals and related machines; good knowledge of the application of computer and/or data processing systems to the maintenance of data; working knowledge of office terminology, procedures and equipment; skill in operation of data processing equipment; ability to follow oral and written instructions; a high degree of accuracy; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in control processing operations, at least one (1) year of which must have involved the operation of data processing equipment; or:
- B) Six (6) years of experience in control processing operations, at least one (1) year of which must have involved the operation of data processing equipment; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements