

Civil Division: BOCES, Schools
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 12/21/06

DATA PROCESSING CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the application of differing codes and procedures to a variety of data prior to entry in a computer system for processing. An employee in this class also has responsibility for maintaining an adequate work flow between the data entry and computer operations functions. In addition, an employee in this class is responsible to perform selected verifying duties to ensure accuracy of the work. The work is performed under direct supervision, with leeway for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not normally a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares data by coding and editing a variety of source information prior to entry into a computer system for processing;
Verifies data to locate errors;
Updates existing records and maintains the data base to ensure correct status information;
Maintains logs and other controls of source materials associated with data input, output and final format;
Informs supervisor of source document problems;
Converts raw data into computer acceptable source documentation for data entry;
Works with various employees involved in preparation of data for eventual computer processing and storage;
Recognizes error in source documents or original entries and follows up with corrections prior to release for processing;
May occasionally operate a variety of unit record equipment such as a decollator, pc terminal, or data entry equipment for various applications to aid in checking clerical aspects of the work;
Compares source material with reports and other documents for accuracy and completeness prior to processing;
Maintains files and manuals or similar materials on system procedures;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office routine, practices and procedures; good knowledge of the theory and practice of data entry; working knowledge of the theory and practices of operating computer peripheral equipment, as mentioned above; ability to operate data entry machines accurately at a reasonable rate of speed; ability to understand and follow oral and written directions; high degree of accuracy; clerical aptitude; good judgment.

continued....

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; which shall have included one (1) year of data entry; **OR**
- (B) Four (4) years of clerical experience; which shall have included two (2) years of data entry.

NOTE: Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/17/79
Revised: 09/06/91, 05/05/94, 12/21/06