

Civil Division: Oneida County Government, Schools, BOCES  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 02/15/01

### **DATA PROCESSING CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position 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 word processing, data entry and computer operation functions. In addition, an employee in this class is responsible for performing selected information verifying skills to ensure accuracy of the work. Also performs related clerical duties. The work is performed under general direction of the Department Head, Data Center Manager or other supervisor, with leeway allowed 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. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Converts raw data into computer acceptable source documentation;  
Prepares data by coding and editing a variety of source information prior to entry into a computer system for processing;  
Updated 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;  
Works with various employees involved in preparation of data for eventual computer processing and storage;  
Compares source material with reports and other documents for accuracy and completeness prior to processing;  
Recognizes error in source documents or original entries and follows up with corrections prior to release for processing;  
Maintains files and manuals or similar materials on system procedures;  
Prepares a variety of records and reports related to the work;  
Maintains neat and orderly organization of processing room;  
Solves minor problems, which may occur in machine operation;  
Maintains files, manuals or similar material on system procedures;  
May maintain inventory and give notification of low supply levels to proper administrator;  
May maintain scheduling of repairs, technicians or other departmental personnel;  
May prepare purchase orders and/or requisitions;  
May transport processing materials to other processing centers as is required;  
Performs related clerical duties.

continued...

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office routine, practices and procedures; good knowledge of the theory and practice of operation of data processing equipment; working knowledge of the theory and practices of operating computer peripheral equipment (ie: print, modem, etc.); ability to keyboard information accurately, at a reasonable rate of speed; ability to understand and follow oral and written directions; high degree of accuracy; clerical aptitude; good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, including or supplemented by six (6) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; one (1) year of which shall have included data processing experience; **OR**
- (C) Four (4) years of clerical experience; two (2) years of which shall have included data processing experience.

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

Adopted: 06/27/95  
Revised: 04/12/96, 10/21/96, 04/16/99, 02/15/01