

CLASSIFICATION: DATA CONTROL CLERK I

Class Code: 3024-07

Date Established: 06-22-73

Occupational Code: 1-1-2

Date of Last Revision: 07-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To retrieve, compile and report data according to clearly prescribed data procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Retrieves, sorts and batches data to be computer processed.
- Reviews data that has been keyed for accuracy and completeness and routes input to computer room.
- Compares source document with working copy to resolve data errors and assists programmers and system analyst in resolving incorrect data.
- Follows instructions to log all work performed.
- Updates files of data to conform to most current information as prescribed by standard policies and procedures.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in the review, analysis and control of EDP input data.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the practices and procedures of computer data control. Knowledge of the methods and techniques of data batching, computer input preparation and computer output review. Ability to read and interpret input forms and computer printouts. Ability to maintain accurate records and control files. Ability to communicate effectively. Ability to establish and maintain harmonious relationships with others. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.