

CLASSIFICATION: DATA CONTROL CLERK II

Class Code: 3025-10

Date Established: 06-22-73

Occupational Code: 1-1-2

Date of Last Revision: 07-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To monitor computer input and output and recommend strategies to correct data entry errors.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Reviews computer input from originating source to check format, completeness and organization.
- Verifies data entry to ensure accuracy and make necessary corrections.
- Exchanges information with programmers and computer operations to gain feedback as to production job workflow.
- Reviews computer output for completeness of processing and accuracy of control clerks.
- Assists in the training and instruction of Data Control Clerks and Data Entry Operators in solving individual work problems.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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 explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information 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 a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

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: Two years' experience in the review, analysis and control of EDP input data, one year of which must have been at a level equivalent to a Data Control Clerk I.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the practices and procedures of computer data control. Knowledge of methods and techniques of data batching, computer input preparation and computer output review. Skill in analyzing edits. Ability to read and interpret input forms and computer printouts. Ability to maintain accurate logs and control records. Ability to find and correct causes of input errors. Ability to instruct and supervise others. Ability to organize and assemble source material for routing through the processing unit. Ability to communicate effectively. Ability to establish and maintain effective working 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.