

DATA PROCESSING CONTROL CLERK

DEFINITION

To perform difficult clerical work involved in the receipt, checking, preparation, and scheduling of jobs going to the computer; and to operate various peripheral data processing equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Data Processing Operations Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Check reports from computer for errors; decollate, burst, and prepare reports; distribute reports.

Set up jobs going to computer; check schedule for times and input; create parameter cards for all jobs to be run.

Assign and batch work for keypunch operators.

Coordinate work received between computer and data entry.

Maintain records of computer relating to input/output information; answer phone and take messages; deliver computer tapes to County Data Processing and County Auditor's Office.

Print signature on County School warrants, financial aid checks and Accounting warrants on burster.

Assist with keying and verifying on keystations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

The operation, care and use of the Data Entry Station, IBM 029 Keypunch Machine, 1530 Burster, and decollator.

Formats and procedures for entering various types of source data.

Office practices and procedures including basic elements of record keeping and filing.

Policies, procedures, and services of the data processing center, including basic functions of computer operations and time required for various jobs.

Skill to:

Operate the Data Entry Supervisory Unit, Data Entry Keystation, IBM Keypunch Machine, burster and decollator.

Enter various types of source data using proper procedures and formats.

Skill to: (Continued)

Verify accuracy and completeness of source documents and processed data.

Schedule and control the flow of work to the computer.

Perform general clerical work of average difficulty.

Follow oral and written directions.

Work cooperatively with others.

Analyze situations accurately and adopt an effective course of action.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Equivalent to one year of experience performing duties equivalent to those assigned to a Data Entry Operator.

Training:

Equivalent to the completion of the twelfth grade supplemented by courses in the operation of data entry equipment.