

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DATA CONTROL CLERK **GRADE:** 6
TITLE ABBREVIATION: DTA CONTROL CLK **TITLE NO.:** 6247
JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: VARIOUS **DIVISION:**
SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the set-up and maintenance of a schedule for data processing operations in order to ensure that the data processing equipment is effectively utilized. The work further involves the review and control of inputs for standard and periodic jobs; the review of outputs to insure that they meet job requirements and the control, storage and issuance of data files and processing instructions. The work is carried out in accordance with established procedures relative to flow of information and acceptable output of information. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepare and maintain daily, weekly, monthly, and yearly computer job schedule.
2. Maintain control on input/output and check for accuracy and consistency.
3. Ensure that all steps of processing are completed and dispatch completed work back to users.
4. Maintain data processing operations library consisting of data files and processing instructions.
5. Operate burster, decollator and other operational equipment necessary to ensure completion of work.
6. Monitor and release job accounting and billing information.
7. Responsible for inventory and maintenance control of data processing equipment, supplies and materials.
8. Scan, index and verify documents, forms and any other papers deemed necessary by the agency, into an electronic system.

9. Process report conversions using various tools to create electronic files.
10. Transfer electronic data to vendors and other agencies using an agreed upon secured process.
11. Maintains contact with users regarding status of work orders.
12. May perform other clerical tasks as assigned by the designated Supervisor.
13. May be responsible for control of a Tape Library.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of job and inventory control; good knowledge of office terminology, practices, procedures and equipment; ability to handle data operating problems in connection with scheduling, computer input/output and reruns; ability to follow moderately complex oral and written directions; ability to deal with others under stress situations; initiative; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience which involved data entry.