

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR DATA ENTRY AND CONTROL CLERK **GRADE:** 9

TITLE ABBREVIATION: SR DATA ENTRY AND CTL CLK **TITLE NO.:** 566380

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: SOCIAL SERVICES

SUPERVISOR'S TITLE: SENIOR COMPUTER NETWORK SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the operation of an alphanumeric keyboard to enter confidential data into a computer database, investigate and correct data entry, accounting and coding errors and track public assistance payments. Incumbent provides assistance to Unit Supervisors, functions as lead-worker for Data Control Clerk and Data Entry Operators, interfaces with state agencies, schedules staff and generates various reports. Work is performed under general supervision in accordance with established policies and procedures with leeway allowed for independent judgment in carrying out details of the work. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Operates an alphanumeric keyboard to enter data from source documents into a computer database;

Registers applications, enters confidential cases and public assistance payments;

Resolves duplicate case number issues and assists various unit supervisors with case coding;

Investigates and corrects data entry and accounting errors;

Confirms benefit card balances and tracks consumer spending of food stamps and cash purchases through direct link access with financial institution;

Provides oversight and back-up for Data Control Clerk and Data Entry Operators;

Responds to questions and assists data entry operators with system and procedural problems;

Interfaces with state agency to resolve problems for data entry staff and unit supervisors;

Generates and maintain logs, rosters, lists, statistics and reports;

Schedules staff, maintains time sheets and enters payroll information;

Scans and indexes, retrieves documents and performs other related clerical duties;

Operates other office equipment including but not limited to microfiche reader, typewriter, copier and burster;

Trains new personnel on equipment and procedures;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of data entry operation and data processing systems; thorough knowledge of departmental procedures and practices; good knowledge of data entry equipment; ability to track and resolve problems; ability to plan, organize and schedule work; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships; resourcefulness; initiative; computer literacy; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Data Processing, Computer Science or related field and one (1) year of data entry experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of data entry experience.

Adopted: 02/12/2011 dmc