

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: DATA ENTRY & CONTROL CLERK

TITLE#: 1209

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the accurate operation of an alphanumeric keyboard to transcribe or enter data from source documents or to verify data previously entered. In addition, an individual in this class is responsible for performing related clerical support activities associated with their specific departmental assignment. The work is carried out in accordance with established procedures relative to flow of information but involves the exercise of independent judgment in making determinations of completeness and accuracy of source materials for data input. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Transcribes input media from a variety of sources onto output media;

Operates alphanumeric keyboard in the verification of transcribed input media on the system;

Updates and maintains database to ensure current status information;

Collects data and compiles statistical and other reports as requested by department administrator or outside agencies;

Implements data entry programs necessary for the proper updating of departmental records;

Periodically cleans and performs routine preventive maintenance services to data entry and peripheral equipment;

Identifies system malfunctions and initiates corrective action where required within the scope of knowledge and authority;

May be responsible for monitoring equipment repair and acts as liaison with program developers and service agencies;

Maintains procedures and standards for security and confidentiality of data;

May perform other clerical functions related to department activities and direct the work of subordinate personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and practices; working knowledge of the techniques and practice of data equipment operation; skill in data entry; ability to learn the terminology required for effective operation of programs within assigned department; ability to establish cooperative relationships with others; ability to follow oral and written instructions; resourcefulness in handling operating problems; accuracy; integrity; tact; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which involved data entry.

NOTE: When assigned to this position at BOCES, incumbent may be required to handle equipment weighing up to 50 pounds in configuring system hardware to meet the job requirements. When assigned to this position at the Pine Bush Central School District, incumbent may be assigned additional census taking responsibilities.

JURISDICTIONAL CLASSIFICATION: Competitive