

DATA PROCESSING CONTROL CLERK

GENERAL STATEMENT OF DUTIES: Supervises and coordinates Data Processing activities; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Chief Office Deputy who assigns and reviews work for conformance to office requirements.

SUPERVISION EXERCISED: May exercise partial supervision over a small number of employees engaged in data processing activities.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Supervises the operation of all data processing equipment including scheduling of work and action to be taken with incoming and outgoing material.
2. Determines operating procedures for Data Processing section.
3. Sets up programs for Data Entry equipment (i.e. JECL strings).
4. Operates all data processing equipment; performs job set-up duties; reviews input for acceptability.
5. Responsible for training and supervision of employees engaged in data processing activities.
6. Assists in budget and work schedule development for Data Processing section.
7. Assists in balancing Assessment Rolls, preparation of tax rolls and Department of Revenue reports.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the operation of data processing equipment, operations, practices, and procedures; considerable knowledge of office recordkeeping; ability to make arithmetical computations rapidly and accurately; ability to maintain clerical records, forms and procedures; ability to prepare reports and correspondence; ability to establish and maintain harmonious relations with other employees and the public.

EXPERIENCE AND TRAINING: Two years of experience in data entry work of a progressively responsible nature, of which one year must be in experience or training related to assessment and taxation; graduation from a senior high school, including or supplemented by courses in the operations of office and data entry equipment or any satisfactory equivalent combination of experience and training.