

DATA CONTROL CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine clerical work involved in the quality control functions or computerized data processing.

Employees in this class verify routine source data and generated reports, generally requiring moderate adjustments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Performs routine and repetitive work in verifying the accuracy of data against a control list, generally requiring moderate adjustments; such as regular time sheets for payroll purposes, pensioner payroll (retirees), utility billings, license and registration, statistical listing, and other data involving simple processing procedures.

Operates standard office machines and equipment.

Maintains records and prepares reports.

May perform filing, receptionist and other clerical functions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard office practices and procedures.

Ability to learn and apply electronic data processing procedures and techniques.

Ability to make arithmetic computations with speed and accuracy.

Ability to operate standard office machines and equipment.

Ability to work effectively with the public and employees.

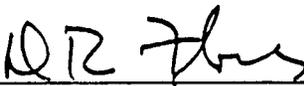
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of clerical work experience involving arithmetic computations; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission