

## DATA CONTROL CLERK II

NATURE OF WORK IN THIS CLASS:

This is complex work involved in the quality control functions of computerized data processing.

Employees in this class control and verify a variety of source data and computer generated reports, generally requiring extensive adjustments and entries.

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).

Verifies data contained in source documents and computer printouts for consistency, validity, accuracy and completeness; traces sources of error in documents, data and procedures; obtains corrected/new data and makes appropriate adjustments and entries; informs data entry operators and computer operators on problem areas to insure accurate reports.

Operates adding or calculating machine with speed and accuracy in verifying input and output data.

Maintains records and prepares reports.

May operate decollating machine, burster and sign signature check print machines.

May lead the work of lower level data control clerks.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer workflow and processing methods, procedures and practices controlling the collection of data; and the distribution and use of documents, reports and related materials produced by computers.

Knowledge of standard office practices and procedures.

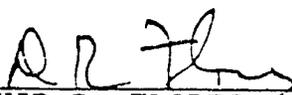
Ability to learn, interpret and apply program guidelines.

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.  
Skill in the operation of an adding or calculating machine.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience in work involving the processing of a variety of data for computer use, and completion of courses in electronic data processing and clerical procedures; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission