

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: Data Processing Technician

BASIC FUNCTION:

Under the direction of a site administrator or designee, coordinate the flow of data processing operations and perform various responsible and complex technical and clerical work in support of the site.

DISTINGUISHING CHARACTERISTICS:

Data Processing Technician must have sufficient knowledge to assist in the resolution of data processing problems; to plan and relieve the administrator of a wide variety of routine data processing detail; coordinate data processing activities with the District Technology Department regarding training, technical programs and/or equipment.

REPRESENTATIVE DUTIES:

1. Coordinate the flow of data processing activities and communications for the site. Responsible to communicate and implement changes to programs and/or equipment by following District procedures.
2. Perform and coordinate data processing input and output for the entire site.
3. Generate and print a variety of computer reports, schedules, lists, files and records; distribute appropriately.
4. Perform other technical responsibilities relating to site programs including technical direction of staff involved in data processing functions such as counseling, attendance, student activities; train staff as necessary.
5. Type correspondence.
6. Compile and complete reports and other documents.
7. Order and store computer supplies; maintain inventory. Work with vendors as needed.
8. Assist when needed to issue student transcripts to colleges and individuals.
9. Operate a variety of office machines and equipment including, computer, printer, quick copy machines and other related data processing equipment.
10. Check and verify student program output, correct, distribute and file same, receive and verify completeness of grade forms, distribute same.
11. Organize processing sequence based on priorities determined by school calendar in order to meet deadlines.

12. Work with students, staff and parents as needed to accomplish any of the duties listed above.
13. Perform general recordkeeping and clerical duties as assigned.
14. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions of an administrative office.

Technical functions of areas such as data processing, business operations, testing, registrar activities, student activities, and attendance accounting.

Telephone techniques and etiquette.

Modern office practices, procedures, and equipment.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

School and District organization, operations, policies, and objectives.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

Technical aspects of field of specialty.

District-wide computer methods and procedures.

ABILITY TO:

Coordinate activities of the site data processing.

Operate computer, printer, and other related data processing equipment.

Perform responsible and complex office work involving independent judgment and requiring accuracy and speed.

Provide technical direction in areas of data processing as needed.

Coordinate with the District to implement revised office procedures as needed in accordance with established guidelines for data processing.

Understand and interpret rules and written directions and apply to specific situations.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time limits.

Perform duties effectively with many demands on time and constant interruptions.

Plan and organize work.

Train and provide work direction to others as related to District data processing.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Type at 45 words per minute from clear copy.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from high school and two years of increasingly responsible experience in data processing or student information systems.

WORKING CONDITIONS

Subject to stand while operating various machines, occasionally walk, sit, kneel, squat, crawl, stoop, and bend; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; exposed to loud noise from various machines; lift, carry, push or pull up to 25 lbs; work alone and without guidance from a supervisor in a typical office environment subject to tight deadlines and difficult interpersonal situations.

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: November 8, 2017
ADOPTED BY BOARD OF EDUCATION: November 14, 2017