

**POSITION TITLE:** Senior Data Technician – State Operated Program

**QUALIFICATIONS:** Associate's degree in Information Systems or Business Administration preferred. Must have a working knowledge of electronic workflow, online forms, software, and document imaging applications. Must be knowledgeable of the operation of data entry and scanning equipment. Must be able to handle equipment malfunctions and some skills in planning and coordinating work. Must have the knowledge or the ability to quickly learn operations of the section. Must be able to perform basic mathematical calculation. Must have the ability to communicate clearly and concisely, both orally and in writing. Must have the ability to establish and maintain effective working relationships with others. Must be able to work effectively in a secured environment under maximum surveillance. Must be able to exercise tact, good judgment, and initiative in a highly secured area. Must be highly skilled in operating microcomputers and peripheral equipment. Considerable experience with computers and related software required. Experience with Microsoft Word and Microsoft Excel and other Stated Operated Program software.

**PERFORMANCE EXPECTATIONS:** Performs control functions over computer input and output data from student information files and other records and provides support to state operated programs, departments and other agencies. Maintains familiarity with the student information and state policies. Assists and coordinates the design and implementation of electron workflow processes for State Operated Programs and departments. Provides training, system security, maintenance, and troubleshooting support on the state's Electronic Workflow. Receives, prepares, and shreds reports and records sent periodically to and from State Operated Programs, departments, courts, and other agencies. Serves as a resource to State Operated Program school personnel in matters relating to information processing and report preparation, and provides services as requested. Creates database queries to obtain appropriate data requested. Assists in the quality control or online electronic forms. Assists in the support of Web-based data flow. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs the input and output of data from student information files. Work requiring a negligible amount of force to move objects and lifting up to 10 lbs.; work requires sitting, stooping, kneeling, reaching, pulling, fingering, and repetitive motions. Vocal communication is required for expressing or exchanging ideas. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

**REPORTS TO:** Principal, Richmond Juvenile Detention Education Center

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 113. This position is contingent upon grant funds.

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Non-exempt