

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Data Processing Operator **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Director of Technology and **APPROVED BY:** Board of Directors
Information

JOB SUMMARY: Provide Midwestern Intermediate Unit IV and school districts with processing of financial and student management reports in an efficient, organized, accurate and timely manner.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Process and print reports.
2. Edit and run scripts.
3. Assist in troubleshooting problems on databases.
4. Provide assistance to all current and potential users of the computer system.
5. Maintain systems as assigned.
6. Maintain databases appropriate to assignment.
7. Maintain equipment inventory appropriate to assignment.
8. Perform other duties as assigned by the Director of Technology and Information.

QUALIFICATIONS:

- One (1) year experience in technology is required
- Associate's degree required
- Overall technology experience is necessary that includes knowledge of computer hardware, software, and network troubleshooting
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required

- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)