

DATA CONTROL CLERK I

DEFINITION

Under general supervision, perform responsible functions pertaining to the control of data to be input into a computerized student database system; operate a computer terminal inputting data and retrieving output reports; and do other related work as required.

EXAMPLES OF DUTIES

Compile, verify, and input data into onsite computer, including data concerning student registration and preregistration, master scheduling, testing, student achievement, report cards, progress reports, and deficiency notices; operate a computer terminal to make inquiries to a computer and receive data pertaining to a variety of computer output reports; receive, review, and verify for accuracy and completeness computer output data and reports; recommend changes in report procedures, scheduling, and formatting; receive direction pertaining to the planning, organization, and conduct of student registration procedures; maintain a student record management system, including the listing of classes, staff assignments, student assignments, locator data, and other similar information; prepare and distribute a data input schedule and follow up to assist site personnel in meeting scheduling deadlines; may assist in the preparation of procedures and documentation guidelines to ensure that the data entry management and retrieval process is effectively and efficiently pursued; assist in the orientation and inservice training of site personnel pertaining to data processing procedures, report formatting and other student information, issues and concerns; perform a variety of general clerical functions, including typing, filing, correspondence, development, ordering, and maintaining supplies and materials, and other related functions.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Computer terminology and knowledge of various software programs;  
Standard business office machines, computers, and equipment;  
Standard office practices and clerical record management procedures;  
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;  
Reconciliation of computer generated reports.

Ability to:

Accurately analyze, prepare, and interpret statistical and computer generated data;  
Accurately compile and prepare summaries and reports of operational activities;  
Operate standard business machines and computers;  
Perform responsible clerical functions pertaining to computer input and output quality and control requirements;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in modern business office procedures, data processing, or closely related fields.

Experience:

Two years of responsible clerical experience, including one year involved with computer related functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I