

DATA CONTROL CLERK II

DEFINITION

Under supervision, perform a variety of difficult and responsible functions pertaining to the entry, control, and manipulation of data input into a computerized student database system; operate a computer terminal to input data and retrieve output reports; and do other related work as required.

EXAMPLES OF DUTIES

Compile, verify, revise, and input data into a computerized student database system, including data concerning student registration and preregistration, master scheduling, testing, student achievement, report cards, progress reports, and deficiency notices; operate a computer to query information from 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 and student assessment schedules; 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; prepare and distribute complete official transcripts to institutions of higher learning, the military and other pertinent institutions; assist in the orientation and inservice training of 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 (in some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration.);

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