

**CLASS TITLE:**

**DATA CONTROL CLERK**

**Class Code: 02702000**  
**Pay Grade: 15A**  
**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To enter, monitor and control both the input and output of data through several media including data entry devices or on-line terminals for the creation, maintenance and report generation of a variety of computerized systems; as required, to perform minor programming tasks such as writing report generators; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received with specific instructions for the maintenance of a computer system but with latitude for independent judgement for report generation and presentation and completion of data.

**SUPERVISION EXERCISED:** May supervise the work of personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To enter, monitor and control both the input and output of data through several media including data entry devices or on-line terminals for the creation, maintenance and report generation of a variety of computerized systems.

To maintain appropriate control logs, down time, error analysis, and batch control.

To maintain contact with all users to insure that input documents are received, and to assist users in becoming familiar with operating procedures and information availability.

To verify the correctness and completeness of input documents.

To key punch or enter data by means of an on-line terminal.

To perform minor programming tasks to satisfy informational requests.

To insure that output reports are produced when due and at the request of supervisors and users.

To monitor and control operating supplies when required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the operation of data entry on-line terminals and printers; the ability to perform minor programming tasks; the ability to organize, present and design data in formats applicable to users needs; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a high school or from a computer-related technical school; and

**Experience:** Such as may have been gained through: employment in a capacity involving the operation of data entry/on-line terminals and printers with exposure to parameter driven data retrieval and report generator programs.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 13, 1983

Editorial Review: 3-15-2003