

DATA CONTROL OPERATOR

DEFINITION

Under general supervision, operates a personal computer to enter data in batches; performs the functions of source document preparation, data entry, verification; performs Information Services control functions, including student file maintenance; serves as a helpdesk liaison with users; and performs related work as required.

EXAMPLES OF DUTIES

Reviews and sorts documents into batches by program before encoding to ensure all critical data have been entered. *E*

Identifies problems in enrollment documents, determines and makes corrections, contacts user for corrections or special problems. *E*

Sorts and collates jobs by priority and type; enters job by priority and type. *E*

Assists in development of key entry formats. *E*

Writes procedures. *E*

Maintains procedure files. *E*

Maintains written and oral contact with schools and District personnel with regard to input errors, time lines, reports, and problems. *E*

Edits output reports and solves problems with input student records; edits output documents and reports by checking for proper form and content. *E*

Distributes, prepares bulk mailings, and mails various grade reports for high schools. *E*

Enrolls new students; codes enrollment forms for proper school attendance boundaries and transportation availability for incoming students. *E*

Process changes, withdrawals, and files source document. *E*

Codes and prepares student input information forms for next year's scheduling of students. *E*

Checks documents, enrolls, and assigns incoming ninth grade students to high schools. *E*

EXAMPLES OF DUTIES (cont.)

Checks student numbers to all new students and reassigns numbers to students previously enrolled. *E*

Classifies transfer permits determining co-curricular eligibility data and entering information into computer. *E*

Updates district database daily from on-line activity reports. *E*

Uses terminal for on-line changes and also for helpdesk inquiries by users; edits daily output. *E*

Checks special reports with job requests for format and content before distribution. *E*

Key enters alpha/numeric data for verification, determines type and corrects errors. *E*

Assists supervisor and provides backup. *E*

Performs related work as required.

MINIMUM QUALIFICATION

Knowledge of:

1. Data processing terms, practices, and procedures, including the design of input documents, methodology of input procedures, and key entry system;
2. Data entry, verification, and validation;
3. Basic math;
4. Simple record keeping;
5. English usage, spelling, grammar, and punctuation;
6. Telephone etiquette;
7. Operation of computer equipment;
8. Operation of decollating and bursting equipment;
9. Operation of computer console, card reader, printer, optical scanner, and disk drives; and
10. Clerical control functions of a Information Services center.

Ability to:

1. Discuss problems with users and supervisors, computer operators, programmers, and maintenance personnel;
2. Receive and give information over the telephone or in public in a courteous manner;
3. Operate a personal computer;
4. Read and comprehend technical procedures, manuals, programs, instructions, source documents, maps, and fine print in a computer system;
5. Detect omissions, errors, differences, and similarities in data;
6. Complete logs and labels; writes procedures and programs;
7. Maintain simple records;
8. Maintain strict confidentiality of privileged information;
9. Learn District's geographical boundaries, enrollment procedures, and regulations;

Ability to: (cont.)

10. Render advice pertaining to geographical areas defining school attendance boundaries and transportation availability;
11. Work under pressure and meet deadlines;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work; and
14. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

One year recent experience in personal computer operations and/or data control.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions; subject to working occasional overtime.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal and standard office equipment; reaching overhead, above the shoulders and horizontally to retrieve files; moderate lifting and carrying up to 25 pounds; bending at the waist; hearing and speaking to exchange information; seeing to read and verify output documentation; and pushing or pulling.

Hazards:

Extended viewing of computer monitor.

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