

DATA CONTROL CLERK SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory and clerical work involved in the control of data for computerized processing and in verifying the accuracy of reports against a control list.

Employees in this class are responsible for the accuracy and timely distribution of a variety of computer generated reports to respective users.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises staff engaged in the control and verification of data for computerized data processing; establishes and maintains program standards and controls; coordinates with users to insure accurate and timely processing of data; coordinates with data entry and computer operators in the processing of data; participates in the verification and balancing of source data and generated reports as necessary.

Maintains records and prepares reports of data control activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer workflow and processing methods, procedures and practices controlling the collection of data; and the distribution and use of documents, reports and related materials produced by computers.

Knowledge of standard office practices and procedures.

Ability to supervise the work of others.

Ability to analyze and interpret computer generated reports and make recommendations to improve the processing of data.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply program guidelines and requirements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of an adding or calculating machine.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience in work involving the processing of varied data for computer use, and graduation from high school, including or supplemented by a course in data processing; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission