

DATA PROCESSING CLERK

GENERAL STATEMENT OF DUTIES: Performs specialized clerical work and operates ancillary equipment related to the Operations section of the Data Processing Division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the performance of those clerical functions associated with the Operations section of the Data Processing Division including the distribution of computer reports, inventory control, and the operation of associated equipment. Assignments are made to any one of three work shifts. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates and maintains a variety of data processing ancillary equipment such as check signers, forms, bursters, collators, decollators, tape and disc cleaners, paper jogger and other forms of equipment;

Receives, counts, delivers, and logs input and output documents, computer reports, cards and other data processing documents;

Performs clerical functions necessary to keep operational documentation up to date;

*Receives, checks and maintains an adequate inventory of computer center supplies and insures their availability to appropriate staff members as required;

Maintains storage area to properly stock computer supplies and maintains an orderly environment;

Assists in checking the results of processed data for accuracy;

Assists in the filing and storage of security and back up of data files;

Assists Computer Operators staff with the cleaning of tape drives;

Performs various related functions to insure that the Computer Center is maintained in a neat and orderly fashion;

Performs filing and catalog functions.

*NOTE: involves lifting cartons of supplies weighing up to approximately 50 lbs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with modern office procedures, equipment and terminology; familiarity with data processing concepts and terminology; ability to understand and carry out written and oral directions; ability to record, file, and handle inventory records; ability to operate various data processing forms handling equipment; ability to think logically; ability to get along well with others; accuracy; initiative; flexibility; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Graduation from a standard high school course which included 6 credits in basic programming concepts and/or automated office procedures; or (b) satisfactory completion of an approved six months post high school business or computer school course; or (c) one year of paid work experience as described above; or (d) a satisfactory equivalent combination of the foregoing training and experience.

West. Co.
J. C.: Competitive
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Job Class Code: C0330
Job Group: III