

CONTROL CLERK

GENERAL STATEMENT OF DUTIES: Edits input and output documents and data; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level technical employee, the incumbent in this class is responsible for performing different procedures in the processing of incoming and outgoing material to a data processing service bureau or in-house computer. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Codes data changes for processing;

Prepares control tapes and checks control data;

Audits returned (from bureau or in-house computer) data for verification and accuracy;

Maintains records of all incoming and outgoing material processed;

Assigns production codes and schedules due dates;

Files cards and source data.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures and terminology; ability to operate a desk calculator; ability to understand and carry out oral and/or written instructions; some knowledge of the operation of a computer system and related equipment; ability to get along well with others, accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) possession of a high school or equivalency diploma and six (6) months of general clerical experience; or (b) satisfactory completion of 30 credits at a recognized college or business school may be substituted for the above experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.