

SENIOR CONTROL CLERK

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level technical employee, an employee in this class is responsible for performing complex procedures in the processing of incoming and outgoing material to a data processing service bureau or in-house computer. Direct or partial supervision may be exercised over other Control Clerks.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the coding of data changes for processing;

Prepares control tapes and checks control data;

Supervises and assists in auditing the returned (from bureau or in-house computer) data for verification and accuracy;

Supervises and assists in the maintenance of 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: Knowledge of the operation of a computer system and related data processing equipment; good knowledge of modern office procedures and terminology; ability to operate a desk calculator; ability to supervise, lay out and plan the work of others; ability to understand and carry out oral and/or written instructions; 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) graduation from a standard high school course and three years of clerical experience, one year of which was in a data processing related position; or (b) five years of clerical experience, including one year in a data processing related position; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: The successful completion of an approved course connected with data processing equipment or theory may be substituted for six (6) months of specialized 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.