

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Data Control Clerk

Class Code: 20351
Pay Grade: GD

A. Purpose:

Creates and maintains data and record files to ensure their availability and access by others and runs scheduled or requested reports to provide clients with necessary data.

B. Distinguishing Feature:

The Data Control Clerk maintains data and record files using new or previous data and runs scheduled or special reports from those files. Data files are maintained for use and/or access by others.

The Computer Operator operates a master console and loads and aligns forms in printers to run scheduled production jobs.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Creates, updates, and maintains data and record files to maintain complete and current records.
 - a. Verifies, reviews, and encodes data.
 - b. Receives and processes requests for information using assigned data or record files and completes billing information when request is completed.
 - c. Makes required changes in various programs to select the necessary information.
 - d. Performs data file back-ups using various utility programs.
 - e. Retrieves data as requested.
2. Runs scheduled or special reports as requested to provide clients with accurate and timely data.
 - a. Maintains detailed instructions on how reports and procedures are maintained and run.
 - a. Verifies whether jobs process correctly.
 - b. Identifies and corrects errors in computer jobs.
 - c. Alters standard programs to produce output in a specific order.
 - d. Reruns jobs.
 - e. Distributes output to appropriate staff.
3. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise, but may provide training to new staff.

E. Challenges:

To ensure the accuracy of data and record files. This involves resolving data reporting errors, coordinating the data, and monitoring programs to stay current with needed changes.

Typical problems resolved include data input discrepancies, retrieving data from past years that was not loaded on the current computer system, retrieving lost data, and scheduling requests with deadlines.

F. Decision-making Authority:

Decisions made include determining how to resolve problems with data, improve and enhance reports, and maintain records files; which programs to use or modify to get desired results; and what method to use to maintain data files.

Decisions referred to a superior include prioritizing and scheduling special requests, determining what scheduling system changes to make, programming changes needed in existing programs, and whether to change report formats.

G. Contact with Others:

Daily contact with clients to receive and give information on data files and handle special report requests.

H. Working Conditions:

A typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- modern office practices, procedures, and equipment;
- methods and equipment used in machine recording of data;
- methods and procedures for classifying, recording, and filing material and supplies used in information technology operations.

Ability to:

- understand and apply instructions;
- communicate information clearly and concisely;
- prepare computer input, output, and control documents;
- plan production scheduling.