

## DATA CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves processing a variety of accounting and statistical information concerning programs and services provided by an agency. An incumbent participates in the coding, data entry, and reporting of information and conducts reviews to assure the accuracy of the work product. Responsibilities also involve billing, account keeping, and payroll preparation functions. The work is carried out under general supervision. A Data Control Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Converts routine items of information from source documents into codes to prepare for data processing;
- Trains new workers in operation of data entry and peripheral equipment and account keeping practices;
- Reviews input and output data to verify adequacy and appropriateness of material required for data processing operations;
- Reviews worksheets listing material required for specific data processing operations and accompanying source documents and materials to determine adequacy of materials;
- Examines notations, code indications and instructions written on documents for legibility and to detect errors and verify conformance with established policies;
- Notifies responsible persons when errors or shortages of documents are detected and takes actions to correct errors;
- Reviews corrected input and output data with source documents and worksheets to verify completeness, accuracy, and conformance to requirements;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- May prepare department payroll information, monitoring, and recording use of employee benefit leave time;
- May report department personnel transactions to County Personnel Office;
- Conducts routine correspondence;
- Oversees the distribution of a variety of accounting and management reports;
- May attend meetings and conferences to stay abreast of available data processing applications and alternatives;
- May operate typewriter, calculating, and electronic data processing equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; working knowledge of data processing procedures, formatting, and coding; knowledge of the capabilities and limitations of electronic data processing equipment; ability to readily acquire a knowledge of operational equipment in use; ability to understand and follow oral and written directions; ability to prepare effective workflow and production schedules; ability to identify work priorities; ability to operate data entry and peripheral equipment; resourcefulness; clerical aptitude; accuracy; attention to detail; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: One year of experience involving the maintenance and checking of financial accounts and records including or supplemented by either:

- 1.) Six months of experience in the operation of electronic computers or data entry machines and peripheral equipment;

OR

- 2.) Successful completion of an appropriate course of instruction in the elements of data processing procedures and equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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