

DATA CONTROL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating, supervising, and participating with workers processing a variety of accounting and statistical information concerning programs and services provided by an agency. An incumbent oversees the coding, data entry, and reporting of information and conducts reviews to assure the accuracy of the work product. Responsibilities also include overseeing billing, account keeping, and payroll preparation functions. The work is carried out under general supervision. Direct supervision is exercised over subordinate workers involved in account keeping, data control, and data entry functions. A Data Control Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and coordinates activities of workers engaged in converting routine items of information from source documents into codes to prepare for data processing;
- Assigns and schedules personnel to various clerical, data recording, and entry activities to establish workflow and facilitate production;
- 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;
- Prepares department payroll information, monitoring, and recording use of employee benefit leave time;
- Reviews and reports 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 alterations;
- May operate typewriter, calculating, and data entry 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 effectively coordinate and supervise activities of workers and 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 commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years 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

Revised: 10/31/84

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