

STUDENT DATA CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves processing a variety of educational data, coordinate and transmit CA BOCES educational data to New York State. 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 training and collaboration with state agencies and component districts regarding ESSA (Every Students Succeeds Act). The work is carried out under general supervision. A Student 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 of student related data;
- Reviews input and output data to verify adequacy and appropriateness of material required for data processing operations;
- 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;
- Acts as liaison between CA BOCES and the Level 1 data center;
- Conducts routine correspondence;
- May attend meetings and conferences to stay abreast of available data processing applications and alternatives;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of data processing procedures; knowledge of the capabilities and limitations of electronic data processing equipment; knowledge of New York State Education Department reporting requirements; 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: Graduation from high school or possession of a high school equivalency diploma and two years of clerical office experience 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.

**NOTE:* Graduation from a regionally accredited or New York State registered college, university, or institute may be substituted for one year of the experience requirement with thirty semester credit hours considered equivalent to one year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE

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