Job Title: **Data Processor/Clerk**
Qualifications:
Credentials: **None**
Education: **High school, GED and specialized vocational training in Data Processing.**

Training or Experience Required: Four (4) or more years of Data Processing experience. with at least three (3) months experience in a specific application type. A thorough knowledge of mainframe and PC systems including PC/DOS. Experience with Hewlett-Packard and IBM systems desired programming. Two years of experience can be substituted for vocational training.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic schematics, charts, diagrams, maps or instruction material.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Must be familiar with various word processing and database/spreadsheet software programs. Must be familiar with OCAS and systems mainframe systems.

Site: **Various**

Reports To: Director of Data Processing

Job Goal (Purpose of Position): Performs semi-skilled–technical level duties under general supervision to enter data into computer. Makes productions runs as scheduled as requested.

Provides reports and other management information as needed. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular public contact with system users, with the public and with staff to determine and meet user needs. Good interpersonal interaction or communication is required**.**

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self-discipline and effective problem solving are necessary for the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):
1.   Keys data into computer using PC or mainframe terminal.

2.   Verifies that input keyed is correct in both content and format.

3.   Locates, recognizes, and corrects errors in source documents.

4.   Starts and monitors computer runs.

5.   Follows procedures for processing input.

6.   Loads input-output devices as required, such as changing forms in the printer, ribbons, loading and unloading tapes, discs, etc.

7.   Watches for error indicators and fault lights on equipment.

8.   Insures that operations of his/her area are carried out on schedule.

9.   Other responsibilities as assigned by the Director of Data Processing.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:
Other than those required of the essential functions: Must be able to occasionally lift boxes of computer paper to load printers

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category E

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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