

DATA CONTROL CLERK

Code No: 4-05-218
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical clerical support position in which the incumbent functions as the communications link between departments and municipalities in data management activities. The work involves independent gathering, entering and verifying data utilizing a variety of formats and source documents and the generation of reports utilizing a computer. The employee reports directly to and works under the general supervision of an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Communicates reports and summary information in both written and verbal format;

Collects information from a variety of sources and data to prepare computerized reports;

Reviews, clarifies and verifies data for completeness and accuracy;

Inputs data in to the existing database as well as modifying existing databases to accommodate changing requests for data collection;

Creates a variety of written reports and information summaries;

Creates billing sheets and summaries;

Creates demographic lists;

Inputs, manipulates and presents queries to the database.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices and procedures; good knowledge of data entry equipment; working knowledge of data collection techniques; working knowledge of data control procedures; ability to gather information and prepare written documents and reports; analytical skill; ability to input, organize, summarize and analyze data; mathematical ability; good oral and written communication ability; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent office clerical experience that involved data entry or word processing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 6, 2000