

DATA PROCESSING TECHNICIAN TRAINEE, 1134

Summary of Duties : Receives on-the-job training in data processing concepts and data control procedures; performs the more routine data processing clerical work; may operate off-line data processing equipment; and does related work.

Distinguishing Features : Under close supervision, a Data Processing Technician Trainee learns basic job processing and data control procedures within a centralized computer center.

This is a temporary training class and employees are required to promote to a higher level class within four years.

Example of Duties : Receives on-the-job training in data processing concepts, data control procedures, and control documentation; logs and routes computer process reports; assembles input data, job control language and other elements of job stream setup for computer processes; answers telephone inquiries; coordinates routine processes between scheduling and Tape Library Sections; checks output data for errors; performs the more routine and repetitious processes in off-line equipment such as sorting, bursting, collating, decollating, and operating and envelop inserting device; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A working knowledge of general office practices and procedures including filing, indexing, and cross-referencing; a general knowledge of basic arithmetic; a general knowledge of basic data processing terminology and symbols; the ability to recognize written and numerical errors; the ability to understand and follow oral and written instructions; and ability to deal tactfully and effectively with employees in other sections and departments.

One year of office clerical or data processing experience is required for Data Processing Technician Trainee.

Physical Requirements : Strength to perform average lifting of 15 pounds and occasionally over 25 pounds; good hearing and speaking ability; and good eyesight.

Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.