

DATA CONTROL ASSISTANT, 1137

Summary of Duties : Schedules, processes, coordinates, reviews, corrects, distributes and verifies the accuracy of input and output data processed by computer or peripheral equipment within a user agency; may operate a minicomputer or on-line terminal; and does related work.

Distinguishing Features : A Data Control Assistant is responsible for assuring the accuracy and timeliness of data and reports used by an operating department and processed through a centralized computer center or a minicomputer operation. Failure to perform this work adequately could result in delays in the preparation of reports and additional cost in reprocessing data.

The work of an employee of this class is distinguished from that of a Data Processing Technician by the fact that the latter class is concerned with the various steps of the processing of data and computer jobs within a centralized computer center, whereas Data Control Assistants work within a user agency and are responsible for the preparation of data for submission to the central data processing agency or direct input through an on-line terminal, and for checking the accuracy of the material generated.

Examples of Duties : Prepares and reviews input data, such as payroll and mileage worksheets and personnel utilization, work progress and cost reports, for errors in content or entry, omissions, and consistency with related data; verifies data in reports, registers, and other documents against that in source documents, control logs or records, or related reports and documents; determines the reasons for discrepancies between reports, registers, and documents; advises departments on methods of correcting errors or handling unusual transactions; obtains corrected or omitted data; sees that input data is processed according to schedule; prepares documents to correct errors in master tape, documents, or other records; maintains control logs on the processing of input data; answers questions from departments and employees; maintains records of check numbers used for control purposes; distributes documents and reports;

Processes documents according to the period proper for the transaction; sees that data affecting payment on City checks is processed and entered in the computer at the proper time; may operate check signing, bursting, and decollating machines;

Prepares and maintains control records on sick leave qualification; reviews personnel documents for transactions affecting sick leave and prepares documents to adjust records; prepares data and verifies the accuracy of information and computations in civil service materials such as distribution, call lists, eligible register, and

eligible cards; has special reports prepared and distributed; prepares work progress reports; may act as lead over other clerical employees; may operate a minicomputer and/or on-line terminal; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of office practices and procedures including filing, indexing and cross referencing; a working knowledge of principles and methods of data control; the ability to learn rapidly and apply specific data control procedures; the ability to perform complex clerical work and make arithmetic compilations; the ability to prepare and verify documents in detail; the ability to recognize and trace the cause of errors; the ability to schedule and organize work; and the ability to deal tactfully and effectively with others.

Two years of office clerical experience, including one year of experience preparing data for processing by a computer, or operating computers, or verifying the accuracy and correct processing of data processed by such equipment is required. Successful completion of one year of education in a recognized business school or college may be substituted for one year of general office clerical experience.

Physical Requirements : Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; 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 positions shall be.