SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Processing Aide	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Information Technology	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	019 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform manual and clerical duties related to EDP operations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Operate EDP forms bursting, imprinting, and deleaving equipment. **E**

Deliver EDP reports and other machine output to user departments. **E**

Take regular inventory of department forms, cards, and supplies. **E**

Move and arrange stock in assigned locations and maintain storeroom order and cleanliness. **E**

Unload, unpack, and check incoming supplies; maintain, adjust, and makes minor repairs to equipment. **E**

May operate EDP peripheral equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:
None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Reading, writing and speaking English communication skills.

ABILITY TO:
Demonstrate good clerical aptitudes.
Learn the operation of data processing machines and related office equipment.
Follow oral and written instructions and to work efficiently without close supervision.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office environment.

PHYSICAL REQUIREMENTS:
Sufficient stamina and strength to permit continuous standing and walking and to lift heavy items of supplies and equipment; hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing, or walking for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

NOTE: An incumbent in the job class of Data Processing Aide may be promoted to the next higher job class of Assistant Data Processing Operator upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

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