

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Processing Clerk I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	022 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Receive, screen, code, and prepare processing instructions; review and log a variety of data processing materials including pupil, financial, and personnel/payroll input and output in an on-line multi-processing environment in the control section of the Information Technology Department.

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

Receive and log data processing materials from user departments. **E**

Screen materials for errors. **E**

Code materials and prepare parameter cards and other processing instructions. **E**

Forward materials to processing sections. **E**

Review computer output and distribute materials to proper locations. **E**

Answer inquiries regarding the daily work schedule and processing status of materials. **E**

Operate standard office equipment including computer terminals and numeric keypunch machines. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and six months of recent, data processing clerical experience, or other related experience of acceptable level and quality, or completion of introductory courses in automated data processing.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic clerical skills Oral and written communication skills.

Reading and writing English communication skills.

ABILITY TO:

Learn the operation of ten-key adding machines, numeric keypunch machines, and basic on-line computer terminals.

Keyboard/type at a net corrected speed of 25 words per minute.

Perform repetitive tasks rapidly and efficiently for extended periods of time.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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 light objects.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the next higher level of Data Processing Clerk II in that duties of the former are entry level, are performed under immediate supervision, and do not encompass the full range of duties associated with the higher level job class.

NOTE: An incumbent in the job class of Data Processing Clerk I may be promoted to the next higher job class of Data Processing Clerk II upon certification by the section manager and approval by the of Information Technology Director 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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Job Code 6161

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