

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Processing Clerk II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Receive, screen, code, prepare, and review processing instructions; review and log a variety of data processing materials including pupil, financial, and personnel/payroll input and output; maintain tape library systems using CJMS (Command Job Management System) and on-line screen editor (TSO), and assist with training of clerical staff in an on-line multi-processing environment in the control section of 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

Assist in the preparation of new or revised control procedures. **E**

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

Screen materials for errors and notify users of inadequacies of input or delays in schedules. **E**

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

Forward materials to processing stations according to prescribed schedules. **E**

Review computer output and distribute materials to proper location prior to deadlines. **E**

Balance computer output to control records. **E**

Maintain a tape library. **E**

Answer inquiries regarding work flow schedules, reporting deadlines, processing status, and control section procedures. **E**

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

May lead the work of other clerical staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time equivalent, paid data processing clerical experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data processing control procedures.
Reading and writing English communication skills.

ABILITY TO:

Operate ten-key adding machines, basic on-line computer terminals, and numeric keypunch machines.
Perform repetitive tasks rapidly and efficiently for extended periods of time.
Typing/Keyboarding at a net, corrected speed of 25 words per minute.
Establish and maintain effective working relationships with others.
Maintain records.
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 Senior Data Processing Clerk in that duties of the latter are performed with less direct supervision and require a broader scope of knowledge within the control section. Duties include training and directing the work of lower level data processing clerks and maintenance of the vault tape system. The Data Processing Clerk II position is journey level requiring knowledge of each operating system within the section.

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 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.