

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Senior Data Processing Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	034 OTBS
<b>REVISED:</b>	March 28, 2003		

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**BASIC FUNCTION:**

Provide clerical assistance related to the operation of the data processing control section of the Information Services Bureau; direct and review the work of assigned clerical staff in the use of CJMS (Control Job Management System) and on-line screen editors (TSO); assist in the development of new control procedures; and maintain the vault tape system in an on-line multi-processing environment in the control section of the Information Services Bureau.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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 and notifies users of inadequacies of input or changes in schedules. **E**

Code materials and prepare batch tickets, daily computer schedule sheets, work orders, and other processing instructions. **E**

Provide special handling information. **E**

Stage computer jobs by preparing job control language from a software library using computer display stations and control procedures. **E**

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

Train and lead the work of assigned data processing control section staff. **E**

Verify job control language for jobs prepared by other data processing clerks. **E**

Set up job restarts using Restart Monitoring System. **E**

Review processed jobs for completeness. **E**

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

Distribute output materials to proper locations. **E**

Maintain the tape library using Tape Management System. **E**

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

Assist in preparing monthly computer schedule file. **E**

Assist in establishing criteria for the Tape Management System. **E**

Assist in reviewing control procedures. **E**

Perform duties of the Data Processing Control Coordinator during absence of the incumbent. **E**

Act as resource for Systems Analyst/Programmer staff concerning data processing control section activities. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of progressively responsible data processing clerical experience in a medium to large scale data processing center.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/keyboarding certificate for a net, corrected speed of 25 words per minute.

**DISTINGUISHING CHARACTERISTICS**

This job class is distinguished from the next lower level of Data Processing Clerk 11 in that the senior level position is responsible for directing the work of lower level Data Processing Clerks, assisting in the preparation and revision of monthly control section schedules and procedures, and maintaining a variety of tape systems. The scope of knowledge required includes familiarity with multiple software systems including TMS and CJMS as they relate to the control section.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Job control language, tape management and restart management systems.  
Technical aspects of field of specialty.  
Reading and writing English communication skills.  
System catalogs, program libraries, and data base procedures.

**ABILITY TO:**

Demonstrate basic clerical skills  
Keyboard at a net, corrected speed of 25 words per minute.  
Operate a keyboard adding machine and basic on-line computer terminals.  
Work under continuous deadlines and with interruptions to daily work schedule.  
Operate IMBX display stations or equivalent.  
Operate standard office equipment including microcomputers and related software applications.  
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 or standing 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; lifting light objects.

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Job Code 6163

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