

CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing various detailed automated clerical and/or administrative support functions associated with the control, scheduling, inspecting and auditing of all input Information Systems work. Duties involve performing quality control for the distribution of computer generated output, maintaining various control records used in the preparation of recurring reports using prescribed methods and procedures, and maintaining user department contact concerning production schedules. Incumbents may be assigned to any of three work shifts. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the maintenance of schedules of input and output work in line with overall production schedules;

Participates in the maintenance of control procedures to ensure accuracy and quality of processed information;

Maintains contact with user departments/divisions concerning the timely receipt and delivery of data, based upon mutually agreed upon schedules;

Reviews and prepares input for keying data;

Reviews output for completeness and accuracy;

Inspects all input work to ensure completeness and conformity to operational standards;

Provides maintenance of production database information by using a data terminal or coding form;

Maintains and prepares statistical data for management reports;

Maintains all logs related to data entered;

Operates forms processing equipment such as forms burster, check signer, carbon decollator, form shredder, etc.;

May assist in the analysis of production failures to determine cause and initiate corrective actions;

Receives, counts, logs and maintains records of input documents and output generated computer reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern information systems concepts and terminology; good knowledge of various types of input/output control documents and the use thereof; good knowledge of modern office procedures and terminology; good knowledge of record keeping procedures; good knowledge in the scheduling of work flow; ability to compile and statistically report information of work performed; ability to analyze and evaluate operating records; ability to operate adding machines, calculators, and other office machines; ability to monitor status of work in process; ability to operate forms processing equipment; ability to supervise the work of others; ability to understand and carry out complex written or verbal instructions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; reliability; resourcefulness; accuracy; initiative; flexibility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma either: (a) a Bachelor's Degree* or (b) two years of experience where the primary function of the position was performing technical duties in the operation, quality control, or batch processing of computer jobs on an automated system.

NOTES:

1. The operation of a terminal, home computer, mini and/or micro-computer is not considered as work experience for this title.
2. Experience as a Data Processing Clerk or Tape Librarian for a medium to large-scale main frame computer system may be substituted on a year for year basis for the experience defined in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
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DRC3

Job Class Code: C0290
Job Group: VI