

Canandaigua School - Full Time Vacancy
Approximate yearly salary: \$40,000/yr (commensurate with experience)
12 month position – starting ASAP

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

SENIOR DATA PROCESSING CONTROL CLERK

MINIMUM QUALIFICATIONS:

1. Completion of two (2) years (60 credit hours) of college* study AND two (2) years of office or clerical experience, at least one (1) year of which involved the operation of data processing equipment or the clerical processing of computer input/output; or
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of office or clerical experience, at least one (1) year of which involved the operation of data processing equipment or the clerical processing of computer input/output; or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

NOTE: Documented part-time or volunteer experience will be accepted on a pro-rated basis.

***SPECIAL NOTE: EDUCATION:** Your credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing skilled clerical and supervisory tasks associated with sophisticated computer equipment, functions, and systems. The incumbent coordinates and supervises clerical functions to ensure that correct data is supplied to data processing systems. A variety of clerical tasks are performed on both data processing input/output to ensure accuracy and completeness. Direct supervision is received from higher level departmental employees. Oversight of the work performed by lower-level employees may be assigned to a Senior Data Processing Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Checks computer and data processing for accuracy and makes appropriate corrections;
Oversees the completion and processing of data input and maintains records of data submitted to data processing;
Performs moderately difficult clerical operations on a variety of data processing documents;
Assists in training employees on departmental operations and users on appropriate functions;
Uses data systems and miscellaneous office equipment;
Performs specialized clerical procedures of the department where assigned;
Assists in compiling data for various reports and records and maintains records of work completed;
Oversees and performs clerical operations involving the preparation and review of various records, processes, accuracy, and data reports;
Assists in developing new procedures and revising old procedures related to the processing of data;
May trouble shoot and assist or train others in "trouble shooting" on computer processing equipment and input/output information with user and subordinate personnel;
Oversees the processing and release of data;
Acts as liaison between users and stakeholders, when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of basic computer concepts and the operation of related data processing databases; good knowledge of the organization and functions of the department and section to which assigned;

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Continued)

good knowledge of the methods of maintaining and checking various types of accounts and records; ability to plan, assign, oversee and review the work of lower-level personnel; ability to maintain activity control records and to prepare detailed reports; a high degree of accuracy; dependability; physical condition commensurate with the demands of the position.

APPROVED: 7/22/91

REVISED: 5/13/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES