

## DATA CONTROL CLERK III

### DEFINITION

Under general direction, perform a wide variety of duties in support of the functions of the District Central Enrollment Center; confer with District Office and school site administration regarding data control operations of the Central Enrollment Center; operate a computer terminal to input data and retrieve output reports; work directly with parents, and families, and school sites to successfully complete the student registration process; and do other related work as required.

### ESSENTIAL FUNCTIONS

Compile, verify, revise, and input data into the district student data system, including data concerning student registration and preregistration; maintain and monitor data for a district-wide data system which is part of a state-wide data maintenance program; compile and submit reports of district information to the state; direct, review, and monitor the work performance of personnel assigned to the Central Enrollment Center; operate a computer to query information from a computer and receive data pertaining to a variety of computer output reports; receive, review, and verify for accuracy and completeness computer output data and reports; recommend changes in report procedures, scheduling, and formatting; maintain a student record management system, locator data, and other similar information; may assist in the preparation of procedures and documentation guidelines to ensure that the data entry management and retrieval process is effectively and efficiently facilitated; prepare and distribute complete official transcripts to institutions of higher learning, the military and other pertinent institutions; communicate with various District departments to coordinate activities, exchange information, and resolve issues or concerns; perform a variety of general clerical functions, including typing, filing, correspondence, development, ordering, and maintaining supplies and materials, and other related functions.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Computer terminology and knowledge of various software programs;  
Standard business office machines, computers, and equipment;  
Standard office practices and clerical record management procedures;  
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;  
Reconciliation of computer generated reports;  
Record keeping and filing techniques;  
Aeries and CSIS data collection and maintenance programs;  
Interpersonal skills using tact, patience, and courtesy.

##### Ability to:

Accurately analyze, prepare, and interpret statistical and computer generated data;  
Accurately compile and prepare summaries and reports of operational activities;  
Operate standard business machines and computers;  
Perform responsible clerical functions pertaining to computer input and output quality and control requirements;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; capable operation of word processing equipment and/or computers.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in modern business office procedures, data processing, or closely related fields.

Experience:

Three years of responsible clerical experience, including two years involved with computer related functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I