CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1997

CLASS TITLE:	CODE:
Data Processor 3	12323C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from data processing supervisors, analyzes procedures, assists supervisors, provides liaison to user agencies; schedules & coordinates processing of data; controls accuracy & flow of data; provides functional supervision for small groups;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	5-15	Analyzes procedures, identifies problems & reports to supervisors; assists in implementing change, training subordinates, informing & updating user agencies; assists or substitutes for supervisor; may provide functional supervision for small groups.	Knowledge of (1) office practices & procedures, (2) data processing procedures; ability to (3) cooperate on group projects, (4) handle contacts with agencies served.
2	17-27	Schedules & coordinates processing of data; maintains continuous & accurate data flow to meet deadlines.	Knowledge of 1, 2, (5) bookkeeping*; ability to 3, (6) interpret instructions in schedule form, (7) calculate fractions, decimals & percentages.
3	17-37	Reviews, analyzes & screens data after processing to insure accuracy; corrects errors or refers errors to user agency.	Knowledge of 1, 2, 5*; ability to 3, 4, 7, (8) understand technical manuals.
4	1-21	Reviews & edits documents prior to processing; corrects errors & instructs subordinates in correcting errors; codes documents.	Knowledge of 1, 2; ability to (9) code items from one symbolic form to another.
5	1-7	Sorts, counts, batches & logs coded documents prior to data entry or after computer runs; tabulates & balances records of documents being processed.	Knowledge of 1, 2; ability to 7.
6	13-33	Performs clerical tasks related to processing of data (e.g., collects information of reports; files, logs & posts; operates computer-related & office machines; conducts correspondence with user agencies.)	Knowledge of 1, 2; ability to 4, 7, (10) deal with problems involving several variables in a familiar context, (11) interpret a variety of instructions, (12) gather, collate & classify information about data.

(34) 1231-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work evening or night shift.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in office practices & procedures (or 1 mo. exp.); 3 courses in data processing procedures (or 3 mos. exp.); 3 courses in public relations (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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