NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Data Technician 1	CODE: 12361C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data processing supervisor, performs technical & clerical tasks in processing data; operates unit record & other computer-related machines; inventories, stocks & delivers supplies; distributes reports;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-80	Operates unit record or tab equipment (e.g., sorter, reproducer, interpreter, collator).	Knowledge of (1) office practices & procedures*; skill in (2) operation of unit record & computer-related equipment.
2	10-30	Performs clerical or technical tasks related to processing of data (e.g., assists computer operators & data librarians; pulls & files tapes or maintains tape storage system; assists in reception area).	Knowledge of 1*; ability to (3) deal with problems involving several variables in familiar context.
3	0-20	Prepares, stores & delivers data & supplies.	Knowledge of 1*; ability to 3.

(49)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May work evening or night shift.	Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 300 hrs. training in operation of unit record & computer-related equipment (or 3 mos. exp.); or equivalent.	