

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Data Processor

**SERIES NO.:**

1232AG

**MAJOR AGENCIES:**

Attorney General only

**EFFECTIVE DATE:**

06/24/1991

**SERIES PURPOSE:**

The purpose of the data processor occupation is to systematically organize computer source documents in order to prepare data to be entered into computer.

**CLASS TITLE:**

Data Processor 1

**CLASS NUMBER:**

12321AG

**EFFECTIVE DATE:**

06/24/1991

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of data processing in order to screen, sort, code & batch documents for data entry according to pre-determined methods.

**CLASS TITLE:**

Data Processor 2

**CLASS NUMBER:**

12322AG

**EFFECTIVE DATE:**

06/24/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of data processing in order to make changes, deletions &/or corrections to documents for data entry & retrieve information necessary to correct computer-rejected documents.

**CLASS TITLE:**

Data Processor 3

**CLASS NUMBER:**

12323AG

**EFFECTIVE DATE:**

06/24/1991

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of data processing in order to provide work direction & training to lower-level data processors &/or perform specialized data processing services.

<b>CLASS TITLE:</b> Data Processor 1	<b>CLASS NUMBER:</b> 12321AG	<b>BARGAINING UNIT:</b> 45
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**EFFECTIVE DATE:**

06/24/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Codes, screens, sorts, counts & batches computer source documents & runs adding machine tapes to balance batches.

Checks all keying fields for completeness & returns incomplete documents to point of origination or another unit for correction.

Performs related clerical tasks (e.g., answers phones, makes copies of documents, opens mail).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data processing procedures\*; addition & subtraction. Skill in operation of adding machine\*. Ability to deal with problems involving few variables within familiar context; read, copy & record figures; sort items into categories according to established methods.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening or night shift; works in confined areas.

<b>CLASS TITLE:</b> Data Processor 2	<b>CLASS NUMBER:</b> 12322AG	<b>BARGAINING UNIT:</b> 45
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**EFFECTIVE DATE:**

06/24/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Makes additions, deletions & corrections to computer source documents prior to data entry & sorts, counts, codes & batches documents for data entry.

Reviews computer-suspended documents, retrieves necessary information from variety of sources (e.g., microfiche, CRT, calculator) & corrects documents for re-entry.

Performs related clerical tasks (e.g., answers phones, opens mail, makes copies of documents, logs batches, maintains hand copy &/or microfiche files).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data processing procedures; addition & subtraction. Skill in operation of CRT\*; operation of microfiche\*; operation of calculator &/or adding machine\*. Ability to read, copy & record figures; understand system of data processing procedures; sort items into categories according to established methods.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary; 6 mos. trg. or 6 mos. exp. in data processing procedures.

-Or 4 mos. exp. as Data Processor 1, 12321.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening or night shift; works in confined areas.

<b><u>CLASS TITLE:</u></b> Data Processor 3	<b><u>CLASS NUMBER:</u></b> 12323AG	<b><u>BARGAINING UNIT:</u></b> 45
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**EFFECTIVE DATE:**

06/24/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides work direction & training to lower-level data processors, monitors flow of work through unit, ensures timely processing of documents, advises supervisor or processing problems &/or performs specialized data processing functions (e.g., assembles turnsheets for computer runs; reformats tapes to agree with turnsheets).

Makes additions, deletions & corrections to computer source documents prior to data entry & corrects computer-suspended documents for re-entry.

Performs related clerical tasks (e.g., answers phone, types, opens mail).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data processing procedures; addition & subtraction; employee training & development. Skill in operation of CRT; operation of microfiche; operation of calculator &/or adding machine. Ability to read, copy & record figures; gather, collate & classify information about data, people or things; complete routine forms; code items from one symbolic form to another; checks items that are similar or dissimilar.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary; 9 mos. trg. or 9 mos. exp. in data processing.

-Or 4 mos. exp. as Data Processor 2, 12322.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening or night shift; works in confined areas.