

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

**CLASSIFICATION SERIES:**

Data Technician

**SERIES NO.:**

1236S

**MAJOR AGENCIES:**

Secretary of State only

**EFFECTIVE DATE:**

06/22/1997

**SERIES PURPOSE:**

The purpose of the data technician occupation is to computerize records, produce microfiche from computer tapes or assemble computer print-outs for distribution.

**CLASS TITLE:**

Data Technician

**CLASS NUMBER:**

12361S

**EFFECTIVE DATE:**

06/22/1997

**CLASS CONCEPT:**

The developmental level class works under immediate supervision & requires working knowledge of data processing & equipment operation procedures in order to operate peripheral computer or data processing equipment.

<b>CLASS TITLE:</b> Data Technician	<b>CLASS NUMBER:</b> 12361S	<b>BARGAINING UNIT:</b> 40
--	--------------------------------	-------------------------------

**EFFECTIVE DATE:**

06/22/1997

**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.)**

Operates peripheral computer or data processing equipment (e.g., printers, decollators, interpreters, bursters, optical scanners, key punch machines, microfiche or microfilm processors, recorders or duplicators) in order to computerize records, produce microfiche from computer tapes or assemble computer print-out for distribution.

Operates computer terminal to set up print jobs, loads & unloads paper & separates computer print-outs by job number; distributes print-outs to appropriate office; cleans & maintains printers & peripheral equipment; mixes or adds chemicals/solutions (e.g., bleach, developer, ammonia) for equipment operation; loads film, checks quality & cuts film, cleans, maintains & performs minor repairs on microfiche processing equipment; orders chemicals &/or supplies; sorts documents; maintains proper account/billing information; reports on status of work in progress.

Performs miscellaneous clerical tasks (e.g., preparation & processing document batches; rescanning batches; photocopies; answers telephone; separates, collates, codes, sorts & distributes materials; greets visitors; notifies appropriate personnel on system problems).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data processing\*; addition, subtraction, multiplication, division, decimals, percentages; agency procedures relating to computer equipment operations\*. Skill in operation of peripheral computer or data processing equipment (e.g., printers, bursters, interpreters, microfilm or microfiche processors, developers or recorders). Ability to deal with several variables in familiar context; sort items into categories according to established methods; stand, walk or bend continuously; lift up to 30 pounds of paper or supplies repeatedly; move limbs/fingers easily to perform manual functions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, decimals & percentages; 3 mos. trg. or 3 mos. exp. in operation of peripheral computer or data processing equipment (e.g., printers, bursters, interpreters, microfilm or microfiche processors, developers or recorders).

-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 be exposed to continuous loud noises; may be exposed to chemicals or foul odors.