### 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.

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<th>CLASS TITLE:</th>
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<tr>
<td>Data Processor 1</td>
<td>12321AG</td>
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<tr>
<td>Data Processor 2</td>
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<td>Data Processor 3</td>
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#### 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.

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.

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.
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.
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.
**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.