DATA CONTROL ANALYST 1

CLASS CHARACTERISTICS

Under direction, to review, code and enter data from a variety of specialized documents and records into computer programs; to verify, audit and maintain automated and manual records; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Data Control Analyst series is used by County departments for processing large volumes of data into useful information to assist department managers in planning, monitoring and evaluating department operations, finances, billing processes and administrative systems.

The Data Control Analyst 1 is a journey level classification responsible for entering and verifying data, maintaining data files and auditing computer reports for quality control.

The Data Control Analyst 1 differs from the Data Control Analyst 2 which has additional responsibility to provide routine computer system maintenance and technical assistance to system users. It further differs from the Office Specialist series which performs a variety of administrative support duties; and from the Accounting Clerk series which performs clerical duties to process and maintain fiscal, financial and statistical records.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews and prepares source documents for data entry; assigns job codes, project numbers and account numbers; examines documents for accuracy and completeness; corrects coding and mathematical errors.

2. Performs data entry and data control activities; proofreads and reviews computer reports to ensure accuracy of data entered; balances values and makes necessary corrections or adjustments.

3. Requests, audits and interprets computer-generated reports; investigates and corrects problems causing incorrect input or output; processes and distributes reports requested by users.

4. Prepares and verifies statements of income, billings, expenditures and charges to other agencies and departments; audits receipts and payments.

5. Performs computer file maintenance activities, such as updating records and backing up files; maintains and stores computer discs and tapes; may assist in identifying and resolving routine computer software and/or hardware problems.

6. Types miscellaneous correspondence or reports.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Data entry and retrieval techniques; principles and techniques of recordkeeping, bookkeeping and cost accounting; standard office practices, procedures, techniques and machines; basic math; English grammar; software applications, equipment capabilities and operating system for assigned computer system; basic principles and practices of data processing.

Skill to: Accurately enter data into an automated system; operate microcomputer and mainframe terminal; type and perform 10-key at an acceptable rate of speed; identify and correct coding and mathematical errors; maintain effective controls and records of computer input and output; read, understand and interpret source documents; work under extreme deadlines; establish and maintain effective working relationships with County employees; communicate effectively, both orally and in writing

WORKING CONDITIONS

Some positions may require evening and/or weekend overtime hours and availability on an on-call basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; Some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.