

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 04/19/06

## **DATA PROCESSOR II**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing and participating in the processing of accounting, statistical, or program data from a variety of source documents into a computer. Incumbents are responsible for maintaining an adequate workflow between Data Processors I and for ensuring that deadlines are met. Tasks are performed under the general direction of a designated supervisor, with leeway allowed for exercise of independent judgement in carrying out details of the work. Supervision over others is not a responsibility of this class. Incumbents perform related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Manages the efficient flow of work and quality of finished data processed information to ensure efficiency of the operation;

Coordinates work to ensure that deadlines are met;

Collaborates with technical personnel to ensure continuity between input design, layout and final programmed instructions with data entry;

Maintains production input/output control schedules, production reports, and similar records;

Enters data into proper database, spreadsheet, welfare management system, etc.

Oversees, searches, and retrieves data from computerized records;

Assists Data Processors I in the proper application of codes and transcribing procedures;

Answers questions from other agency staff on data coding and operations;

Resolves problems with printers and computer terminals;

Provides orientation and training sessions regarding the preparation and application of data to and from data processing equipment;

Sorts and files documents, records, and reports;

Prepares a variety of records and reports related to the work;

May order paper, ribbon, and toner for printers and related supplies;

May perform clerical and/or administrative tasks as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theory and practices of data processing; good knowledge of office terminology, procedures, and equipment; good time management skills; ability to maintain schedules, production reports, and related records; ability to plan a variety of input and output data for a computer operation; ability to maintain accuracy in processing data using a keyboard; ability to understand and interpret oral and written instructions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university, which must have included at least twelve (12) credit hours in Office Technologies, Computer Science, or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical, data processing, or keyboarding experience.

**NOTE:** Verifiable part-time or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

Title "Senior Data Entry Machine Operator"

Adopted: 01/28/82

Revised: 08/28/92, 06/21/95, 11/10/97

Title change to "Data Processor II":

04/19/06

*Title in promotional series: Data Processor I, Data Processor II, Data Processing Clerk, Assistant Data Processing Coordinator, Data Processing Coordinator, Senior Data Processing Coordinator, Data Processing Supervisor*

