

Civil Division: Oneida County Government, Schools,
Mohawk Valley Water Authority
EEO Category: Administrative Support
Jurisdictional Class: Competitive
Revised: 04/19/06

DATA PROCESSOR I

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for tasks requiring care and accuracy in the entry, processing and retrieval of various types of data. Incumbents, depending upon the location of the position, spend a varying amount of their time operating a personal computer. The remainder of the incumbents' work involves the performance of clerical duties and/or administrative tasks in accordance with their office's operations. The activities of employees in this class provide direct support to professional and technical agency staff. The work is performed under the direction of a designated supervisor, following well defined and structured procedures. Supervision is not a responsibility of this class. Incumbents perform related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Locates, prepares and makes changes, additions or corrections to source material prior to data entry;
Returns improperly coded or incomplete documents to either the supervisor or other predetermined source;
Enters data into proper database, spreadsheet, welfare management system, etc. to create and update records;
Visually compares data previously entered and printed on computer-generated copy with source documents to identify and correct errors;
Searches and retrieves data from computerized records;
Records requested information on an appropriate form or other document or relays the data to the requestor;
Maintains logs and controls of data source materials and performs routine posting, recording and coding of information associated with data entry;
Completes batches of source documents, records specific information on work sheets, and indicates completion of the work on the batch;
Produces a variety of printouts, letters and forms as requested by professional and/or technical staff;
Notifies supervisor of machine malfunctions;
Performs clerical duties and/or administrative tasks as needed;
May serve as a receptionist when necessary;
May operate printer, typewriter, copier and/or other office equipment;
May clean and maintain computer and other office equipment.

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