

ELECTRONIC DATA PROCESSING CLERK (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this title is not a specialized operator on one machine, as this position involves responsibility for operation of electronic data processing equipment and other business machines. The work entails the preparation and feeding of all data; and the comparison, verification and error correction of data. The work includes the performance of related clerical duties, control over inventories of supplies, and organization of processing room. Work is performed under general supervision of the Department Head. Supervision may be exercised over the work of subordinate Data Entry Machine Operators. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Corrects errors in data, updates files, verifies and compares data against source documents;
Operates CRT including preparation of data from source documents and setting of the machine for automatic operations;
Follows established procedures for each job and selects the proper forms;
Solves minor problems, which may occur in machine operation;
Maintains inventory and gives notification of low supply levels to proper administrator;
Maintains neat and orderly organization of processing room;
May transport processing materials to other processing centers as is required;
Performs related clerical duties in connection with machine operation.

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

Good knowledge of theory and practice of operation of electronic data processing equipment and other business machines; ability to operate accurately such machines and accurately prepare all necessary data; ability to follow programmer's directions; clerical aptitude; ability to understand and follow oral and written directions; mental alertness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, data processing, office technologies or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; one (1) year of which shall have included the operation of electronic data processing equipment; **OR**
- (C) Four (4) years of clerical experience; two (2) years of which shall have included the operation of electronic data processing equipment; **OR**
- (D) An equivalent combination of training and experience, as indicated in (A) or B) above.

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NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.