

**DATA PROCESSING CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for training others in the operation and use of software systems within the School District. Work is performed under the general direction of a higher level Information Technician. Supervision may be exercised over a small number of other personnel. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Assist teachers and other staff members in routine use of and problem solving related to the School's computer system;  
Is responsible for maintenance of accurate and up-to-date information about students;  
Generates reports for administrative staff;  
Manage timelines for staff and teachers in entering data into the system;  
Prepares data and creates the master schedule of the school year;  
Assists teachers in entering grades and attendance electronically;  
Ensures that report card data is reviewed for accuracy;  
Prints reports after data is entered.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of modern methods, principles and techniques of data processing and electronic computer machines; working knowledge of the use and operations of personal computer hardware; working knowledge of office terminology, procedures and equipment; ability to understand and follow detailed written and oral instructions; ability to get along well with others; ability to assist operational staff in detecting and resolving problems in system operations; dependability and a high degree of accuracy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. An Associate's Degree or higher from a regionally accredited or NYS registered college or university in Business Management, Computer Science or a closely related field;
- OR
- B. Two (2) years of full-time paid experience in computer programming, clerical work, data processing or keyboarding.
- OR
- C. Any equivalent combination of education, training and/or experience, as defined in A or B above, indicating the ability to perform the duties of the job.

**NOTE:** Part-time paid experience as described in B will be prorated to meet the requirements above.