CONTROL CLERK II*

DISTINGUISHING FEATURES OF THE CLASS: This is semi-technical and clerical work of a moderately complex nature, which involves a responsibility for the accuracy of data utilized in an electronic data processing operation. The work is performed under the general supervision of an administrator. Work direction may be given to a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Reviews and examines source material, reports, prepared documents and other material for accuracy, appropriateness, etc.;
Prepares and/or revises input documents from various source materials and verifies accuracy of same;
Maintains logs and other controls of source materials sent to the Data Processing Center;
Maintains inventory of Data Processing forms used by units;
Assists in the training of clinical, administrative and clerical staff in the preparation of Data Processing forms;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of electronic data processing equipment, work procedures and program formats; working knowledge of general account-keeping principles, business practices and statistical methods; ability to understand and carry out written and oral instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years data processing or clerical experience.

NOTE: Additional years of the above experience may be substituted for schooling on a year-for-year basis.

*This reflects a retitling from Control Clerk