

## **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