

DATA PROCESSING CLERK (HELP Program)

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: EITHER:

- A. Possession of 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. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and 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.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

Non-competitive Class
Adopted 9/24/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.