

Data Processing Helper Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive

Approved: NC per NYS CSC 04/21/75

Revised: 11/00; 01/11; 02/17

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Completion of the eighth grade.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class undergoes on-the-job training to become qualified in the use of a variety of computer hardware, data processing software, and related peripheral equipment. This employee performs routine work involving office clerical, data entry, and generation of reports from the output data. The work is performed under direct supervision with minimal leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs data entry under the direct supervision of a senior employee;
- May perform general office clerical work;
- Checks and reviews work for accuracy and completeness;
- Assists in the generation of reports by operation of a personal or mainframe computer;
- Operates auxiliary data processing equipment, e.g., collators, photocopiers, printers, scanners, etc.;
- Separates and collates output into a final format for mailing or distribution.

KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Working knowledge of the principles, practices and techniques of personal or mainframe computer operation;
- Ability to accurately operate an alphanumeric keyboard when performing data entry;
- Ability to carry out specific oral and written instructions;
- Accuracy and attention to detail are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Originally created 02/17/1976

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