
Position:	Data Control Specialist	FLSA:	Non-Exempt
Department/Site:	Various	Salary Grade:	13
Reports to/Evaluated by:	Principal or Program Manager	Salary Schedule:	Classified

SUMMARY

Under general supervision, receives, organizes, prepares, analyzes, inputs and controls data to prepare output for various school sites, district and state reporting. Maintains, retrieves, manipulates a wide range of complex and technical data, requiring judgment, analysis and/or attention to detail. Supervisor assigns responsibilities and checks work to confirm effectiveness and conformance to policies and procedures. Work contacts extend beyond the immediate work area to District staff, students, parents and the general public.

DISTINGUISHING CAREER FEATURES

The Data Control positions will vary in detail and complexity depending on the area of assignment and require strong computer/data entry skills enhanced by knowledge of the terminology, practices and policies of the programs of assignment. Advancement potential exists along the Technology career path and will require additional experience and education in the area of computer operations, programming or a related field computer

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains a wide range of data related to student files, attendance and registration records or other according to department specialization. Receives, verifies, enters data into required programs or formats. Retrieves data from files and/or records for the purpose of generating mailing labels, a variety of required reports and developing statistical information.
- Maintains and verifies student data files, and assures that all necessary documents have been obtained. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates monthly reports.
- Assists with pre-registration and registration as assigned. Inputs yearly registration information and master course schedule information for registration. Assists with the entry and preparation of registration materials.
- Maintains and updates master course schedules. Processes program changes, drops, withdrawals and reinstatement records.
- Processes returned mail. Obtains current information and updates records. Operates phone system as needed.
- Maintains confidentiality of records and information.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of data entry methods, procedures and equipment including data base programs, word-processing and Macintosh applications. Requires an understanding of District operations and procedures plus operations, practices, and procedures of area of assignment. Requires strong analytical skills. Requires considerable knowledge of admissions and record keeping practices and procedures. Must have a good understanding of modern office practices, procedures, and equipment. Requires good record keeping, report writing and letter writing skills. Requires good oral and written communication skills.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively with minimal supervision. Requires the ability to extract, organize, prepare, and analyze data for submission. Must be able to maintain and update student schedules, master course schedules, and grade reporting. Requires the ability to assess programs and procedures and initiate modifications. Must be able to compile and maintain accurate and complete records and reports. Requires the ability to operate office equipment, including computer terminal with speed and accuracy. May be required to train and provide work direction to others. Requires good organizational and planning skills in order to meet schedules and timelines. Must be able to maintain confidentiality of records and information. Must be able to communicate with the normal range of contacts within the assigned area in a manner which reflects positively on the department and the District. Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Physical Abilities: Requires sufficient ambulatory ability to perform work at multiple locations. Requires the ability to lift, move, and carry lightweight materials less than 25 pounds. Requires sufficient hand-arm-eye coordination and hand/finger dexterity to use a computer keyboard and common office equipment. Requires near visual acuity to recognize words and numbers. Requires auditory ability to project voice to small groups and to carry on conversations over the phone and in person. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by three (3) year of data entry experience including data control, supplemented by at least one (1) year clerical experience in admissions, registration, or records required. Any equivalent combination of education, training and experience.

Credential Requirements: May require a valid driver's license.