

DATA COORDINATOR

NATURE AND VARIETY OF WORK

This is skilled level work involving the coordination of various types of data in the preparation of statistical and annual reports. Responsibilities extend to providing training and technical guidance on data entry and related activities. Incumbents exercise use considerable independent judgment within a framework of established policies and procedures and function under the general supervision of an administrative supervisor. Work is evaluated in terms of the quality and quantity of production.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Coordinates activities involving data entry and retrieval and establishes guidelines necessary to perform required tasks.

Ensures effective utilization of equipment; monitors work flow, quality, and quantity of work produced.

Receives documents for data entry, checks logs arrival time and follows up to expedite data entry; assembles documents for data entry and assures proper packaging and labeling.

Reviews and distributes incoming correspondence.

Prepares and delivers directives, memoranda, operating procedures, and policies to subordinate personnel.

Maintains accurate retrievable records; responds to requests for copies of reports from various sources; calculates charges and writes receipts for sale of reports.

Prepares management reports on various aspects of the assigned function.

Coordinates courier delivery of program information to various user officials.

Conducts audits of reports and data entry/output methods to ensure accuracy and compliance with established policies, procedures and regulations.

May be required to develop instructional materials and provide training to subordinate

clerical personnel.

Represents the Department in Court in the absence of the custodian of records.

Maintains office supply inventory.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of data entry techniques.

Thorough knowledge of the operation, adjustment, and care of data entry equipment.

Ability to plan, organize and coordinate the work of data entry and retrieval activities.

Ability to prepare concise, accurate reports.

Ability to maintain accurate retrievable records.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

Must have experience at the Data Entry Operator II level equal to the length of the probationary period; or, high school diploma or G.E.D. certificate with training in basic computer systems plus two (2) years experience in data entry/processing. Any equivalent combination of relevant education, training and experience which provides the necessary skills required of the position will also be accepted.

CREATED: 12/71

REVISED: 10/88