

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing clerical activities associated with updating and maintaining a variety of data into a computer system for processing. An individual in this class maintains a work flow between word processing, data entry and computer operations functions. Incumbent will also be required to perform routine clerical support tasks. The work is performed under direct supervision and in accordance with established procedures, but with leeway for exercising independent judgment in making determinations of completeness and accuracy of source materials for data input.

TYPICAL WORK ACTIVITIES:

Operates a personal computer and other office machinery or equipment;

Converts raw data into computer acceptable source documentation;

Prepares data by coding and editing a variety of source information prior to entry into a computer system for processing;

Updates existing records and maintains the data base to ensure correct status information;

Maintains logs and other controls of source materials associated with data input, output and final format;

Compares source material with reports and other documents for accuracy and completeness prior to processing;

Maintains files and manuals or similar materials on system procedures;

Prepares a variety of records and reports related to the work;

May act as a receptionist, answer telephone, takes messages and gives information on routine matters;

May maintain inventory and give notification of low supply levels to proper authority;

Performs a variety of editing, formatting and other text production functions;

Performs related clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of office routine, practices and procedures; good knowledge of the theory and practice of the operation of data processing programs; ability to keyboard information accurately and at a reasonable rate of speed; ability to understand and follow oral and written directions; clerical aptitude; and good judgment.

MINIMUM QUALIFICATIONS:

There are no academic or experience qualifications for this title. To be eligible for appointment, candidates must demonstrate entry level clerical aptitude and competence by successfully participating in an entry level clerical examination **and** a database performance test.

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Last Reviewed:1/29/03
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Removed from draft and placed in classplan - 5/29/03
Revised and Replaced Classplan: 1/30/2023