

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : CONTROL CLERK**  
**Code: 030065 BNF**  
**Page : 1 of 1**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Checks computer input and output documents and makes corrective notations; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, this is clerical work requiring accuracy and attention to detail.

**TYPICAL DUTIES**

1. Controls input and output by locating errors and providing for correction.
2. Applies established coding systems.
3. Checks output documents.
4. May operate keypunch or other peripheral equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of keypunch operation and verification.
2. Clerical aptitude.
3. Ability to follow complex oral and written directions.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Graduation from high school including or supplemented by course work in electronic data processing.  
or
2. Graduation from high school  
and  
One year of experience involving the checking and verification of computer input and output.

**NOTE:** Experience, as outlined above under #2, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

[Go Back](#)