

[Go Back](#)**NASSAU COUNTY****Title : DATA PROCESSING SERVICE
REPRESENTATIVE****SCHOOL DISTRICTS****Code: 020026 BRK****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Promotes and explains BOCES' data processing services available to Nassau County School Districts; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in promoting data processing services.

TYPICAL DUTIES

1. Promotes use of BOCES' data processing services with all districts.
2. Analyzes data processing problems and recommends solutions.
3. Trains district personnel in the use of BOCES' data processing services.
4. Recommends changes in the BOCES data processing services.
5. Develops promotional material.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of current methods and techniques of data processing, including operation of computers and related peripheral equipment.
2. Knowledge of BOCES Computer Center services, machines, and equipment.
3. Knowledge of the use and capabilities of computers.
4. Ability to train personnel in the operation of computers.
5. Ability to analyze problems presented by the participating districts and to recommend solutions to them.
6. Ability to establish and maintain effective working relationships with associates and potential customers.
7. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school
and

Two years of satisfactory experience in data processing operations or service, including or supplemented by one year of satisfactory experience in sales or customer service.

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