NASSAU COUNTY   Title : SYSTEM CONTROL CLERK
SCHOOL DISTRICTS   Code : 030070 BNK
CLASS SPECIFICATION   Page : 1 of 2
                          Competitive

GENERAL STATEMENT OF DUTIES

Coordinates all activities for the smooth operation of a particular automated system; performs a variety of alpha-numeric multi-keyboard functions; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, performs complex clerical duties including the coordination of data flow from many sources and the operation of a data entry terminal. Supervision may be exercised over subordinate personnel.

TYPICAL DUTIES

1. Operates a computer terminal for data entry, retrieval, and manipulation of data base to generate reports, bids, and purchase orders.
2. Coordinates and documents all phases of a particular automated system such as payroll, accounts payable, accounts receivable, purchasing, etc., and revises documentation of existing systems.
3. Sets up the sequential flow and proper format of a system in relation to other automated systems.
4. Writes instructions and helps train users of data management system.
5. Performs minor program adjustments to modify types of reports generated by system and to adjust menu.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation, use, and capabilities of a computer and peripheral equipment.
2. Knowledge of essential working function of machines' operational manual.
3. Knowledge of methods used in keeping financial records and accounts.
4. Ability to follow complex oral and written directions.
5. Ability to operate a computer terminal.
6. Ability to supervise, assist, and instruct subordinates.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school
   and
2. Two years of experience involving the checking and verification of computer input and output or the operation of a computer terminal.

NOTE: 1. Experience, as outlined above, in excess of the two-year requirement may be substituted for high school education on a year-for-year basis up to a maximum of two years.
   2. Associate's degree from a regionally accredited or New York State

registered college or university with major course work in Electronic Data Processing, Information Processing, or Computer Science may be substituted for the work experience described above.

3. Successful completion of two years (60 credits) of education at a regionally accredited or New York State registered college or university, including or suplemented by, either, 19 credits or a one-year certificate in Electronic Data Processing, may be substituted for the work experience described above.