



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 432.1

Job Title: **DATA CONTROL CLERK**

Pay Grade: 8

GENERAL SUMMARY:

Performs general clerical functions using a variety of software applications to generate reports.

RESPONSIBILITIES:

- Modifies output, i.e., forms and reports.
- Packs and labels boxes for mailing.
- Bursts, compiles and prints reports.
- Maintains and updates special reports, records, registers and work orders.
- Prepares statistical and graphical data entry for computerized reports.
- Obtains data entry information via telephone to generate computerized reports.
- Enters and retrieves information from computer.
- Reviews computer output for quality and accuracy as defined in departmental procedures manual.
- Performs routine duties related to the tape librarian functions, i.e., cleaning, stacking and logging in tape, as well as distributing tapes to the operations area.
- Examines emerging forms for correct imprinting, trimming and separation.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Six months of general clerical or computer operations experience are required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staff. Interaction involves routine information exchange and/or service activity requiring common courtesy; e.g., answering questions, giving directions in response to requests.

External Contacts:

Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction involves routine information exchange and/or service activity that requires common courtesy; e.g., directing calls and answering questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Data Control Clerk
Senior Data Control Clerk

Effective: October 1990

Revised: May 2020