



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 432.2

Job Title: **SENIOR DATA CONTROL CLERK**

Pay Grade: 12

GENERAL SUMMARY:

Performs advanced clerical support activities related to computer operations.

RESPONSIBILITIES:

- Ensures that production work enters the run stream in compliance with the daily production schedule.
- Maintains and checks status of work as it moves through the production cycle.
- Distributes supplies to staff; sends tapes to local companies for processing and/or storage.
- Oversees the security of all work received and traces late and/or missing input.
- Transmits all finished output from the division to user departments.

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:

Two years of general clerical or computer operations experience are required.

COMPLEXITY:

Work consists of standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. 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 primarily with lower-level service representative and 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