

9100

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/05

Revised

TITLE: UTILITIES DATA CONTROL CLERK

DEFINITION

Under general supervision, to perform advanced clerical work involving the posting, checking, and balancing of accounts related to the quality control of input and output for the data processing system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- _ Receive, review verify general accuracy and acceptability of input data.
- _ Maintain time logs, assign job numbers and maintain batch controls on input data.
- _ Notify user departments of inadequacies of input data and schedule delays.
- _ Perform output control functions such as balancing to predetermined totals, tracing errors and initiating corrections.
- _ Post entries from supportive records and balance against other records.
- _ Maintain general and subsidiary ledger records according to established procedures.
- _ Dispatch acceptable output to user departments.

QUALIFICATIONS

Knowledge of:

- _ Bookkeeping and statistical clerical principles and practices.
- _ Modern office practices and procedures.
- _ General principles of computers and computer processing procedures.

Ability to:

- _ Complex arithmetic computations, compile statistical data and maintain records and files.
- _ Operate a micro or mini computer, CRT terminal, calculator, typewriter and other office equipment.
- _ Communicate clearly and concisely, orally and in writing.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade preferably including of supplemented by courses in bookkeeping and accounting.

Experience: One year of experience in the performance of data control statistical, financial, or accounting operations.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Data Control Clerk

TO: Data Entry Operator