

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DATA TECHNICIAN I**

### **RANGE: 11**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of data processing duties related to student records, achievement and accountability data for an assigned school site or program; operate a computer and assigned software to input and update data.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of duties related to student records, achievement and accountability data for an assigned school site or program; provide accurate data entry and reporting of student information; resolve discrepancies and update data for required reporting; prepare required reports as requested.

Input, scan and update student attendance, enrollment, exiting, testing, achievement and other data into computer systems; establish and maintain student records; generate a variety of computerized lists and reports related to student/program data; perform routine back-up of data according to established time lines.

Compile data and information and prepare and maintain a variety of records, logs and files related to student/program data, achievement, courses, classes, teachers and assigned activities; enter and maintain testing, transcript, GED and diploma data as assigned.

Prepare, print, file, distribute, collect and process a variety of data records; review forms for accuracy and completeness; identify errors and discrepancies; make corrections as needed.

Contact faculty concerning discrepancies related to record keeping; provide data information as requested.

Initiate and receive telephone calls; screen and route calls as directed; take and relay messages; respond to inquiries and provide data information as appropriate.

Operate a variety of office equipment including a calculator, copier, scanner, fax machine, typewriter, computer and assigned software; work with technology personnel to resolve hardware and software malfunctions.

Communicate with staff to resolve issues or concerns; respond to requests as appropriate.

Refer student/program data issues to appropriate personnel according to established procedures; assist in identifying and resolving student data issues.

Reconcile reports to verify accuracy of data and computer calculations.

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**OTHER DUTIES:**

Re-stock office supplies as needed; file records and data, prepare purchase order requests as assigned.

Receive, verify and record fees for books and supplies as required; reconcile fees billings and statements; maintain related records.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Student/program data policies, procedures, terminology and attendance accounting methods.

Current office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Basic mathematics.

**ABILITY TO:**

Perform a variety of technical duties in support of student/program data records.

Operate a computer and assigned software to input and update data records.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Answer telephones and greet the public courteously.

Input data at an acceptable rate of speed.

Prepare, maintain and account for records and reports.

Establish and maintain effective working relationships with others.

Operate a variety of office equipment.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Be able to focus on tasks in a busy work environment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and minimum of one year experience with data processing, reporting and computer operations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Busy office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.