

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

**APPROVED**

DEC 31 1987

Department of Personnel  
Administration

I. EDP CONTROL CLERK SERIES:

EDP Control Clerk I  
EDP Control Clerk II

II. SUMMARY OF SERIES:

Incumbents of positions in this series receive and review input data entering the electronic data processing system for completeness and accuracy; examine output for conformance with job requirements; distribute output to users; and perform related work as required.

The basic purpose of this work is to ensure adequacy and appropriateness of input and output material required for data processing operations.

III. ORGANIZATIONAL LEVELS:

EDP Control Clerk I is the entry-level technical job in this series.

EDP Control Clerk II is the second-level technical job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Prepares incoming records for data entry by logging input receipt, assigning batch numbers to input data and reviewing same for completeness and accuracy according to prescribed procedures and installation standards to ensure the integrity of data input.
2. Distributes input data to appropriate processing functions within the installation by channeling the data through the work flow cycle to conform to existing production schedules.
3. Examines output from processing functions according to prescribed quality control procedures to establish accuracy of production prior to distribution.
4. Verifies accuracy of tally sheets listing input materials required for projects by comparing documents, reports and other source information to uncover and report errors in notations or shortages of materials.
5. Delivers or arranges for distribution of outputs to subsequent processing functions or external points by logging process completion and dispatch time and monitoring the progress of outgoing production to fulfill all installation administrative reporting requirements.
6. Communicates orally and in writing with on-line users, technical personnel or vendor representatives to identify and resolve problems and coordinate work-related projects.

7. Performs related duties such as maintaining files and records of such items as schedules, computer use and charge out records; maintaining physical inventory of tapes, disk packs and card decks; and operating typewriters and other standard office machines.

Based on assignment, incumbents of positions also:

1. Screen tax payments received by mail.

V. DIFFERENCE BETWEEN LEVELS IN SERIES:

EDP Control Clerk II:

Incumbents of positions at this level also:

1. Provide on-the-job training and advise employees on electronic data entry methods, techniques and procedures.
2. Monitor employee performance and take corrective action when necessary.
3. Perform administrative duties such as writing reports; recommending changes in procedures; maintaining ledger of expenditures; determining causes of system program failures; authorizing overtime; and approving attendance records, skeleton coverage and/or employee requests and/or projects.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with data processing personnel, on-line users and vendor representatives.

VII. SUPERVISION RECEIVED:

EDP Control Clerk I:

Incumbents of positions at this level receive direct supervision from EDP Control Clerks or other employees of higher grade who provide training and instruction, assign work and review performance verbally and/or in writing.

EDP Control Clerk II:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide procedural guidance, assign work and review performance for conformance to accepted policies and procedures.

VIII. SUPERVISION EXERCISED:

EDP Control Clerk I:

None.



EDP Control Clerk II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an immediate supervisor) over, assign work to and review performance of 1-5 technical and/or clerical personnel.

IX. WORKING CONDITIONS:

EDP Control Clerks work varied shifts and/or irregular hours; are subject to a standby (on call) work status and based on assignment; and may be required to lift or carry heavy objects.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Ability to follow written and oral instruction.
2. Ability to communicate effectively in oral expression and writing.
3. Ability to work in a team setting.
4. Ability to assemble items of information in accordance with established procedures.
5. Ability to maintain accurate records.
6. Ability to perform arithmetic computations with speed and accuracy (addition, subtraction, multiplication and division).
7. Ability to exercise sound judgment.
8. Ability to work independently.
9. Ability to establish rapport with others.
10. Ability to adjust to changing situations to meet emergency or changing program or production requirements.
11. Ability to work accurately with names, numbers, codes and/or symbols.
12. Ability to give oral and written instructions in a precise, understandable manner.
13. Ability to make decisions and act quickly in emergency situations.
14. Ability to understand and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.

Additional qualifications required at hire for EDP Control Clerk II positions:

1. Knowledge of the types and application of job control language applicable to electronic data processing operating systems.

2. Ability to organize work by establishing operating and/or reporting relationships and by assigning the work accordingly.
3. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.
4. Ability to prepare general and statistical reports.

Based on assignment, the following additional qualifications may be required at hire for EDP Control clerk II positions:

1. Ability to lift and carry heavy objects.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the types and uses of general office equipment including typewriters, calculators, microfiche, etc.
2. Knowledge of laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
3. Knowledge of terminology, codes and standard abbreviations used in electronic data processing.
4. Skill in the operation of typewriter style, keyboard controlled electronic data processing equipment.

Additional qualifications acquired on job in EDP Control Clerk I positions:

1. Knowledge of clerical office practices and procedures including office record keeping.
2. Knowledge of the types and application of job control language applicable to electronic data processing operating systems.
3. Skill in the operation of general office machines such as typewriters.
4. Ability to determine proper format and procedure for assembling items of information.

Additional qualifications acquired on job in EDP Control Clerk II positions:

1. Ability to conduct training or instruction.

2. Knowledge of the principles, practices and techniques of supervision.
3. Knowledge of the methods of general and statistical report writing

## XII. MINIMUM ENTRANCE REQUIREMENTS:

### EDP Control Clerk I:

None.

### E.D.P. Control Clerk II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in electronic data processing, the major duties of which included input/output control, electronic computer equipment operations, peripheral data processing equipment operations or tape library maintenance, or (B) any equivalent combination of the required experience and the substitutions below.

#### Substitutions:

- I. Successful completion of education at a recognized school above the high school level with a major in data processing technology, computer science, computer and information sciences or computer and peripheral equipment operations may be substituted for the required experience on the basis of one month of education for one month of experience.\*

\*Education will be prorated on the basis of the proportion of the requirements actually completed.

## XIII. SPECIAL REQUIREMENTS:

None.

