



# **City of Phoenix**

## **DATA CONTROL SPECIALIST**

**JOB CODE 09260**

Effective Date: 12/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to control the flow of work into Data Entry and Computer Operations according to pre-established production schedules and to perform quality control of the output. Work is performed under general supervision and performance is judged on the timeliness and accuracy of results obtained. Some positions require shift work.

### **ESSENTIAL FUNCTIONS:**

- Performs quality control checks on user input and output, detecting and correcting basic error conditions;
- Balances computer output to input within established standards and resolves discrepancies;
- Contacts users to coordinate production processing, correct basic document errors and to resolve problems;
- Operates data processing and standard office equipment;
- Trains users on hardware and software;
- Keeps accurate records and files.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Office practices and procedures.

Skill in:

- Operating data processing and standard office machines.

Ability to:

- Understand and follow written instructions in the English language.
- Work cooperatively with others.



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- Make continuous or repetitive hand-arm movements.
- Enter data or information into a terminal, PC or other keyboard device.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

One year of experience inputting data into a computer system or related operational data processing work. Other combinations of experience and education that meet the minimum requirements may be substituted.