

DUBLIN UNIFIED SCHOOL DISTRICT

DATA PROCESSING TECHNICIAN

GENERAL DESCRIPTION

Under general supervision, operate an automated student accounting system; act as a liaison between a school site and the district data processing center, as well as hardware and software vendors; perform a wide variety of responsible clerical and secretarial work of more than average difficulty; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Operate computer terminals, personal computers, printers, bursters, and a variety of data entry equipment, such as optical and mark sense scanners; perform tasks associated with an automated student accounting system including scheduling classes, course catalogs, report cards, and progress reports, as well as management reports; resolve problems and schedule work associated with the student accounting system; may administer minor first aid.

MINIMUM REQUIREMENTS

Knowledge of:

- Automated student accounting system and associated hardware and software.
- Office methods, practices, and procedures,
- Business English including vocabulary, correct grammatical usage, and punctuation.
- Operating a personal computer or terminal.

Ability to:

- Read, write, and communicate in English.
- Perform clerical work with speed and accuracy.
- Learn about computers and software operations and practices.
- Understand the operations of computers and ability to solve problems.
- Type 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with parents, children, administrative officials, and others contacted in the course of work.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

Two years of responsible office work involving the use of personal computers and a variety of other data processing equipment.

SALARY PLACEMENT

Range 16

Revised 5/98