

## DATA CONTROL ASSISTANT

### DEFINITION

Assures the accuracy and timeliness of input and output data processed by a computer in accordance with control procedures of program processing instructions.

### TYPICAL DUTIES

- Assembles material for computer parameter and job control information production runs using program instructions for processing.
- Audits incoming data for accuracy and completeness and contacts reporting units to correct errors, discrepancies, or omissions.
- Assures the timeliness of input and output data in accordance with master schedules and established priorities.
- Receives, verifies, counts, and posts input data from reporting units of the District, and contacts units to obtain data not submitted on schedule.
- Receives computer listings containing the summary figures from computer operations and compares figures with those in control register to verify balances.
- Locates and corrects errors when summary totals and control figures do not balance.
- Audits, verifies, and logs output data released to organizational units.
- Summarizes and prepares reports to data processing users in prescribed formats.
- Operates input/output terminals.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

**A Data Control Assistant** applies control procedures in verifying and recording the accuracy and timeliness of input and output data processed by mainframes or minicomputers, or assembles cards and documents and forwards them for processing.

**A Computer Operator** is a skilled operator of peripheral equipment used in a large central computer facility and receives training and entry-level assignments in computer console operation and teleprocessing network control in preparation for promotion to higher-level computer operator classes.

### SUPERVISION

General supervision is received from higher-level data processing operations personnel. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

General features of mainframes or minicomputers and procedures  
Modern office practices and recordkeeping methods  
Arithmetic

### Ability to:

Work under pressure of critical deadlines  
Operate adding machines or calculators rapidly and accurately  
Record data accurately  
Detect discrepancies between control data and output summaries, determine source of error and take corrective action  
Make arithmetic computations rapidly and accurately  
Safely lift and move items weighing up to 50 pounds

## ENTRANCE QUALIFICATIONS

### Education

Graduation from high school or its equivalent.

### Experience:

None is required. One year of paid, full-time general clerical experience which included use of computer equipment and public contact is desirable.