CLASS TITLE: DATA CONTROL SPECIALIST

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of responsible and technical data control work in support of an assigned program or function within the Ventura County Office of Education (VCOE), including instructional programs, students, library, personnel, business operations, or other specialized function; enter student information and related program data from a variety of source documents; print out a variety of lists and reports from input data; inspect files and records and update information as needed; perform a variety of research assignments and special projects as assigned; prepare and maintain detailed and complex logs, files and records; review and verify the accuracy and completeness of various documents; operate a computer terminal and a variety of other data processing equipment.

REPRESENTATIVE DUTIES:
Receive walk-in guests and telephone inquiries from a variety of individuals. Provide information about programs, policies, and processes; resolve matters as appropriate; direct inquiries and visitors to the proper person or office; 

Perform technical data control and clerical duties related to assigned function such as compiling information from a variety of sources and preparing complex reports as required by County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information; 

Enter student information and related program data from a variety of source documents; update and modify information according to established procedures and program requirements; 

Sort cards, lists, and other documents to prepare for data entry; input personal data, and course, test, and grade information; compare and inspect data input; perform required corrections, deletions, and additions; 

Print out a variety of lists and reports from input data; prepare and distribute various letters and communiqués to parents, students, faculty, and employees; 

Prepare and maintain files; inspect files and records and update information as needed; verify paper records against computer records; assure proper enrollment and documentation of students in programs; 

Receive and screen phone calls and visitors; provide information and direct inquiries and visitors to the proper person or office; provide technical information concerning policies and procedures of assigned program or office; 

Perform a variety of research assignments and special projects as assigned; search files and contact individuals, departments, and agencies to gather required information; compile

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information and perform calculations as required; 

Assist other office personnel with various office clerical and secretarial duties as assigned; 

Prepare letters, memos and forms, requesting, providing or verifying information; compose correspondence independently or from oral instructions; receive, screen and route mail; 

Prepare, format, type, proofread and duplicate a variety of items including proposals, contracts, reports, agendas, minutes and student records; 

Prepare computers and peripheral equipment to enter, revise and update information; generate narrative, financial, and statistical records, reports, lists and summaries as needed; utilize various software applications as required by the position; 

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information; 

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary; review and verify the accuracy and completeness of various documents and applications; assign proper codes to documents and enter into computer system; 

Operate a variety of office machines such as typewriter, microcomputer, computer terminal, printer, fax machine, calculator, copier, and specialized equipment common to assigned department; 

Attend meetings, workshops, and in-service training related to assigned duties, program and department; and 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:** 

**KNOWLEDGE OF:** 
Basic policies and procedures of assigned program or department; 
Operation of computer terminals and related equipment; 
Word processing and other software applications used in the assigned office; 
Methods and techniques of data entry; 
Modern office practices, procedures and equipment; 
Common office clerical terminology, skills, and practices; 
Basic financial and statistical accounting and record-keeping; 
Record-keeping techniques, filing systems and information management; 
Correct English usage, grammar, spelling, punctuation and vocabulary; 
Operation of office machines, including a microcomputer and computer terminal; 
Word processing, database, graphics, and other software applications used by the department or VCOE; 
Telephone techniques and etiquette; 
Interpersonal skills using tact, patience and courtesy; and 
Oral and written communication skills. 

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ABILITY TO:
Perform a variety of responsible and technical data control work in support of an assigned program or department;
Enter student information and related program data from a variety of source documents;
Print out a variety of lists and reports from input data;
Inspect files and records and update information as needed;
Learn, apply, and explain basic laws, policies and procedures related to assigned program or department;
Learn new software applications related to data entry;
Operate a computer terminal and a variety of other data processing equipment;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Learn terminology of program or department;
Plan and organize work;
Meet schedules and time lines;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Perform duties effectively with interruptions;
Maintain records and prepare reports;
Understand and follow oral and written directions; and
Operate a variety of office equipment such as typewriter, computer terminal, word processing equipment, and copiers.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of increasingly responsible experience involving the use of computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:
Some positions in this classification may be required to speak, read, and write a designated second language and/or possess a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions. Some positions may involve periodic assignments in a warehouse environment (dusty and hot or cold).

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Hearing and speaking to communicate with others;
Perform work which is primarily sedentary;
Sitting or standing for extended periods of time;
Climbing stairs;
Dexterity of hands and fingers to operate office equipment;
bending, reaching overhead and above shoulders, and lifting and carrying objects weighing up to 30 pounds; and
May be required to work at a video display terminal for prolonged periods.

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Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.