



**OHIO**  
UNIVERSITY

**Classification and Qualification Standards**

**Data Control Technician**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Data Processing Technical Support	Job Code: 14311 Grade: A	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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**JOB SUMMARY**

Under immediate supervision, the classification exercises limited judgment, refers most questions and problems to higher levels, and follows routine procedures, techniques, rules and regulations. This classification requires skill in the operation of computer or data entry equipment in order to enter data, and maintain databases for the preparation of reports.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Reviews incoming sources of information prior to processing.
2. Processes and utilizes data entry procedures for changes and updates on computer system.
3. Verifies and edits information for accuracy after processing.
4. Creates new records.
5. Codes documents.
6. Scans documents, uploads data to mainframe, extracts data, and produces reports.
7. Maintains continuous and accurate data flow to meet deadlines.
8. Researches any questions and discrepancies in information.
9. Supervises and trains students.
10. Performs routine clerical duties.
11. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of addition, subtraction, multiplication, and division; data processing\*; job control or report generating computer language\*; and employee training and development\*. Skill in operation of computer or data entry equipment; and peripheral machines (e.g., scanner; printer). Ability to proofread material, recognize corrections, and make corrections; organize and schedule work load; and read, copy, and record figures. (\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in addition, subtraction, multiplication, and division. 6 mos. training or 6 mos. experience in operation of computer or data entry equipment, and peripheral machines (e.g., scanner; printer).  
- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity*