

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Data Technician I

Class Code: 1831

Pay Grade: 504

GENERAL CLASS DESCRIPTION:

Under direct supervision, prepares and submits jobs to be processed on the computer, prepares computer output for processing and distribution.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares computer input consisting of job control language and computer processing instructions for computer operations.
2. Modifies job control language statements prior to submittal to computer operations.
3. Ensures timely and accurate processing of data prior to submittal for processing.
4. Maintains various inventory control records and files.
5. Prepares computer output by setting up and operating report processing equipment.
6. Verifies all input is completed or available for computer processing prior to submittal.
7. Collects and distributes input and output (reports, magnetic tapes, etc.) as per user instructions.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of automated data processing systems and basic computer operations.
2. Knowledge of the rules and regulations governing operation of state vehicles.
3. Knowledge of proper lifting and bending techniques and ability to lift 50 pounds.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

4. Skill in operating computer keyboard.
5. Ability to read and interpret policies, manuals and instructions.
6. Ability to operate equipment skillfully and in conformance with applicable procedures.
7. Ability to establish and maintain effective working relationships.
8. Ability to maintain accurate records.

MINIMUM ELIGIBILITY REQUIREMENTS:

One year of related post high school training/education or equivalent experience in a related field.

Valid motor vehicle operator's license.

REVISION EFFECTIVE: October 20, 2003