

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

Class Title: Data Technician II

Class Code: 1832

Pay Grade: 508

GENERAL CLASS DESCRIPTION:

Under general supervision, performs data processing input-output, control and distribution procedures; responsible for submittal and completion of assigned work on schedule in accordance with procedural instructions; uses CRT with accuracy.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares computer input for processing and verifies procedural instructions.
2. Modifies job control language statements.
3. Follows up on job schedules to ensure timely and accurate processing of data, and makes rescheduling changes as necessary.
4. Maintains and updates control files and inventory records.
5. Maintains records of output materials received from computer room to ensure accuracy of materials distributed.
6. Updates system on jobs that abend.
7. Submits source documents for distribution.
8. Assembles computer output by setting up and operating report processing equipment.
9. Verifies instructions to processing and distribution of output materials.
10. Inspects printed output for accuracy and conformance to instructions.

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:

1. Knowledge of automated data processing systems and basic computer operations.
2. Knowledge of the rules and regulations governing operations of state vehicles.
3. Knowledge of proper lifting and bending techniques and ability to lift 50 pounds.
4. Skill in operating computer keyboard.
5. Ability to read and interpret policies, manuals and instructions.
6. Ability to gather and analyze data and prepare reports.
7. Ability to operate equipment skillfully and in conformance with applicable procedures.
8. Ability to establish and maintain effective working relationships.
9. Ability to communicate effectively, both orally and in writing, with people at different levels and from various backgrounds.
10. Ability to set priorities, work under pressure, and meet deadlines.

MINIMUM ELIGIBILITY REQUIREMENTS:

Two years experience in the data processing field, including one year as a Data Technician I or in position comparable thereto; or a combination of related post high school education and comparable experience equaling two years.

Valid motor vehicle operator's license.

REVISION EFFECTIVE: October 20, 2003