I. **Position Title**  
Data Clerk Technician

II. **Position Description**  
Under supervision of the Director of Accountability and Assessment in the Educational Services Division, the Data Clerk Technician performs a variety of technical and analytical data integration, requiring independent judgment and discretion; and does related work as may be required.

Positions in this class must coordinate data processing operations in a multi-programming environment; design data and report forms; utilize district software; prepare documentation for data processing operation; provide support for schools in the implementation of local district and state assessments; organize the distribution and collection of testing materials; perform a variety of complex technical duties to ensure accurate student data, particularly as related to California Student Information Services (CSIS) and California Longitudinal Pupil Achievement Data System (CALPADS) submissions; develop a wide range of standard and ad-hoc reports; develop and complete basic programming tasks and develop complex reports in support of district needs; troubleshoot and provide answers to support questions; analyze problems and evaluate alternatives; devise efficient solutions to application-related needs.

III. **Examples of Duties/Responsibilities**

- Be familiar with computer programming techniques (E)
- Operates a computer to input and extract data from automated information management, storage, and retrieval systems (E)
- Updates departmental files on a computer terminal (E)
- Organizes and prepares application software documentation, procedural documentation, and operation instructions (E)
- Modifies database structures and performs database reorganization to accommodate local data tracking requirements (E)
- Decollates and bursts reports, checking for accuracy of information and format
- Makes necessary corrections or refers data to those responsible for submission for correction (E)
- Provides details about data and data relationships to help prepare specifications for collecting, maintaining, and reporting information (E)
- Gives and receives information
- Uses a variety of tools to monitor and evaluate data in the district’s student systems (E)
- Establishes and maintains a filing system of office and departmental records
- Performs complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices, and procedures (E)
- Responsible for all accurate and timely CSIS and CALPADS submissions (E)
- Uses technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve sophisticated data problems (E)
- Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc reports (E)
• Designs and executes specialized complex queries using a variety of databases and software (E)
• Monitors the integrity of assessment databases (E)
• Performs other related duties as may be required

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Methods, procedures, and techniques pertaining to various aspects of data processing application operations
• Operation and limitations of computer systems and related equipment
• Modern office methods and clerical record keeping, filing procedures, and report generation
• Effective communication, vocabulary, grammar, spelling, punctuation, and basic mathematic concepts
• Basic logic and/or programming principles
• Technology related to electronic submission of data to the CDE, CSIS, and other organizations
• Logical steps in computer operating systems and record management
• Methods used in compiling complex statistical reports

Ability to:
• Keyboard (type) at a speed not less than 50 words per minute
• Interpret an extensive variety of technical instructions
• Perform complex mathematical computations with accuracy and speed
• Establish and maintain cooperative working relationships
• Communicate effectively using correct punctuation and grammar
• Operate standard office equipment
• Accurately generate and compare data
• Follow oral and written directions
• Learn and utilize new and current technologies
• Maintain confidentiality of privileged information
• Understand, interpret, and apply policies, procedures, and written directions to specific situations
• Detect errors in printed output and troubleshoot query problems
• Perform difficult and complex technical clerical work involving independent judgment and requiring accuracy and speed
• Work under pressure, meet deadlines, and establish priorities

Education and Experience
• Education: High school graduation or equivalent required. College level or technical training in data processing and computer programming preferred
  AND
• Experience: Three (3) or more years of extensive experience working with databases supporting specific purpose applications and support services, and acting as a resource for problem identification and resolution concerning data issues; three (3) or more years of increasing responsibility supporting a specific purpose applications environment in a school district is desirable.
Licenses and Certificates
- A valid California Motor Vehicle Operator’s license

V. **Working Conditions**

*Environment*
- Office/school campus
- Subject to frequent interruptions

*Physical Abilities*
- Visual acuity to inspect records and reports
- Hearing and speaking to exchange information
- Sitting for extended periods of time
- Reaching overhead, above the shoulders, and horizontally
- Dexterity of hands and fingers to operate standard office equipment
- Bending, stooping, and squatting
- Climbing on step stools or step ladders
- Gripping and grasping
- Light work – lifting, carrying, pushing, and/or pulling up to approximately 25 pounds

Negotiations: 05/24/2013
Board Approval: 10/08/2013