

ASSISTANT SYSTEMS OFFICER**NATURE OF WORK**

This is technical work in coordinating data entry and data control functions in the Registrar's Office.

The employee of this class is responsible for controlling the collection, preparation, conversion and input of all source documents and related information defined as input to the Registrar's Office data control system. Work includes reviewing coded data forms and computer printouts, arranging for the transfer of inputted data to tapes daily and assisting students with problems relating to record changes. Work involves frequent contact with University staff in acting as a liaison between staff and data entry personnel. Supervision is exercised over data entry operators and clerical staff assigned data control and system production control activities. Work is performed under the general supervision of a technical superior and is reviewed through consultation and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Controls the collection, preparation, conversion, and input of all source documents and related information defined as input in the Registrar's Office data control system.

Receives coded forms from departmental staff and coding clerk; reviews forms to determine suitability of coded information; discusses those forms of an unusual nature with appropriate individual; verifies accuracy of form or revises coding as necessary.

Processes coded forms by forwarding items to data entry positions for input into computer system; receives computer printout of inputted data and reviews printout to determine errors; takes corrective action as required.

Makes necessary arrangements for the transfer of data onto tapes each day; contacts outside service representative and requests that such action be taken.

Ensure that deadlines are met for the inputting of all relevant data for registration, course confirmations, billings and grade reports.

Assists students with matters relating to the incorrect or outdated student records; prepares appropriate form to change registered courses information for student upon receipt of appropriate documentation; revises student data, such as name, address, date of birth and telephone number upon request of student; determines those items to be revised on-line because of applicable deadlines.

Supervises data entry operators and clerical staff in the performance of data entry and coding duties; assigns work; provides training; sets priorities and reviews work for accuracy.

Assists with the preparation and documentation of data entry instructions for the system.

Performs related duties as required.

REQUIREMENTS OF WORK

Considerable experience in a data processing environment including some experience in the operation of various computer terminals; graduation from high school supplemented by a recognized course in data entry; or any equivalent combination of experience or training which provides the following knowledge, abilities and skills:

Considerable knowledge of the efficient operation of a data entry terminal.

Knowledge of system production control techniques.

Knowledge of the capabilities of the system to which data is input and of related source documents.

Knowledge of common error factors inherent in source documents and data entry operations.

Some knowledge of statistical reporting and systems and procedures.

Some knowledge of general office practices and procedures.

Ability to acquire familiarity with Registrar's Office systems and procedures to detect errors in source documents.

Ability to read and key alpha numeric data rapidly and accurately.

Ability to plan, organize, schedule and supervise the work of subordinate personnel.

Ability to establish and maintain effective working relationships with subordinates, faculty and students.

Skill in the operation of a data entry terminal.

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