



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: DATA PROCESSING ASSISTANT

DEFINITION: Under supervision, performs a variety of functions relating to the preparation, operation and/or control of automated data processing systems.

EXAMPLES OF DUTIES:

- Assists in the receiving, storage and rotation of paper supplies;
- Stores and issues magnetic tapes, for use by Computer Operations Personnel, as per established procedures;
- Monitors and controls the Automated Tape Management System;
- Prepares tapes for offsite vault storage;
- Cleans, tests and certifies magnetic tapes;
- Organizes and analyzes client source documents, to be keypunched, for accuracy and completeness;
- Processes source documents for conversion into computer acceptable format, and determines if programmed instructions are followed;
- Verifies and corrects data via a video terminal;
- Determines routing of data to client departments;
- Advises supervisor of foreseeable errors and delays in production workload;
- Operates Data Entry terminals, burster, binder, and decollator;
- Assists in the operation of computer peripheral devices, such as printers, tape drives and document control equipment;
- Answers phones, maintains files and may type necessary reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

One year of recent experience and one year of on-the-job training or training in a recognized program, all of which provided basic knowledge of computer operations, data control, magnetic tape library, or other data processing skills and limited exposure to Job Control Language (JCL) and data processing technology;

Or

Two years of trade, technical or college education with data processing emphasis;

Or

Two years as a Data Entry Operator including Controls experience with the City of Long Beach.

Must have skill to follow intricate procedures with precise accuracy on a production basis. Must pass a thorough background investigation for security clearance.

HISTORY:

Revision of Classification Specification dated 02/20/79.

Consolidation of the following classifications:

Control Clerk (I & II)

Data Processing Tape Librarian

Approval/Adoption Dates: 10/25/84 - Human Resources Department