

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: DATA INFORMATION CLERK

QUALIFICATIONS:

1. Knowledge of office practices and procedures in organizing information
2. Proficiency as typist; ability to make accurate arithmetical computations
3. Ability to follow oral and written directions
4. Ability to use independent judgment, ability to supervise other people and programs
5. Ability to use terminal for data entry operation, data processing, and data retrieval
6. Ability to work harmoniously with others
7. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide efficient processing of data so that maximum benefit will be realized by district language proficiency assessment program

PERFORMANCE RESPONSIBILITIES:

1. Processes home language survey/referrals according to established standards
2. Keys and verifies input data according to established procedures; keys alphabetic and numeric information in prescribed format
3. Maintains sequence and control of source documents
4. Verifies correctness of entry data according to procedures, equipment capability, and installation standards
5. Produces and interprets data processed reports
6. Makes recommendations for data entry improvements as they relate to department services
7. Makes recommendations regarding changes in home language referral procedures
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 24

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable