IOWA STATE BOARD OF REGENTS
REGENTS MERIT SYSTEM

Class Title: Data Technician III

Class Code: 1833
Pay Grade: 510

GENERAL CLASS DESCRIPTION:

Under general supervision, assists with schedules of source documents, has responsibility for accurate and timely processing, completion, and distribution of input-output materials. May provide functional supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Monitors processing and distribution of input/output materials; assigns work to Data Technicians I and II.
2. Communicates problems with output material that will affect distribution to users such as scheduling delays or equipment.
3. Maintains the film library system, file management, conversion of tape to cartridge, tape to disk, history and backup process, renumbering library files.
4. Updates instructional manuals, creates line graphs, forms design layout specifications.
5. Supervises the filming and jacketing process of confidential office records.
6. Maintains inventory system of computer forms usage and other supplies.

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.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of automated data processing systems and basic computer operations.
2. Knowledge of the rules and regulations governing operation 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, meet deadlines, and assign work to others.

CLASS SPECIFICATIONS:

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

Valid motor vehicle operator's license.

REVISION EFFECTIVE: May 10, 1974