DATA CONTROL UNIT SUPERVISOR IV

ROLE
Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK
Data Control Unit Supervisors direct the activities of a group of Data Control Clerks in the reviewing and processing of data for a computer operation.
Data Control Clerks review source documents, coded sheets and computer printouts for the purpose of ensuring accurate input and output of computer-processed data. Tasks are similar to Office Assistant, but require familiarity with subject data, data entry formats and input constraints, output formats and edit messages and codes.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.