



Position: Counseling Data Technician	Position Number:
Department/Site: Student Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range 15

BASIC FUNCTION:

Under supervision of the Dean of Student Affairs performs a wide variety of technical and clerical duties to support system data entry, reporting and other department projects.

REPRESENTATIVE DUTIES:

- x Maintain databases using database software; process data from the college's data system using queries and other techniques; operate computer equipment to enter and retrieve data, maintain records and generate reports.
- x Edit current information, manipulate existing data and proofread new entries to database for accuracy.
- x Receive and register forms, records and documents for data capture, verify accuracy and completeness of data.
- x Prepare statistical department reports; use reports using word processing, database, spreadsheet and other computer applications.
- x Transfer data among different kinds of software.
- x Identify, label and store electronic media; maintain libraries of electronic media.
- x Assist appointments staff with telephone reception, schedule appointments and meetings; maintain various schedules.
- x Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- x Type and perform other clerical duties for supervisor, and other staff members as directed.
- x Maintain a variety of logs, records and files; sort, classify and file materials in alpha, numeric or other established sequence.
- x Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- x Correct English usage, grammar, spelling, punctuation, and vocabulary.
- x Modern office practices, procedures and equipment.
- x Record-keeping and statistical reporting techniques.
- x Telephone techniques and etiquette.
- x Interpersonal skills using tact, patience and courtesy.
- x Office machines including computers and applicable software

ABILITY TO:

- x Plan, schedule, and perform a wide variety of technical and clerical duties.
- x

Bending at the waist, kneeling or ~~reaching~~ to retrieve and file records.