

Minimum Qualification Specifications  
for the Classes:

DATA PROCESSING CONTROL CLERK I & II

Experience Requirement:

Except for the substitution provided for in this specification, applicants must have had the kind and amount of experience as shown in the following table, or any combination of training and experience:

Class Title	General Experience	Specialized Experience	Supervisory Experience	Total Experience
Data Processing Control Clerk I	2	0	0	2
Data Processing Control Clerk II	2	1	*	3

General Experience: Applicants must meet one of the following two conditions:

- A. Experience in data processing which gave the applicant the knowledge of the basics of computing systems fundamentals including storage devices, input/output devices, stored program concepts, CPU (Central Processing Unit) functions, operating systems and JCL (Job Control Language).
- B. Clerical experience in a data processing installation which gave the applicant a basic understanding of computers and which included training in computing systems fundamentals including storage devices, input/output devices stored program concepts, CPU (Central Processing Unit) functions, operating systems and JCL (Job Control Language).

Specialized Experience: Clerical experience in a data processing installation which involved the review and control of input and output data and which provided the applicant with the knowledge of the methods and procedures of controlling input-output data, reports, and peripheral storage resources.

Supervisory Experience: (\*) For the Data Processing Control Clerk II level, applicants must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory responsibilities or aspects; by details to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Education for Experience:

Education received in a data processing curriculum from an accredited university, business school, or community college may be substituted for the General Experience on the following basis:

For every 15 semester hours (provided that at least 6 semester hours cover the concepts described in the General Experience requirements), credit for 6 months of experience up to a maximum of 2 years. To receive maximum credit of 2 years, the education must have included coverage of all the concepts mentioned in the General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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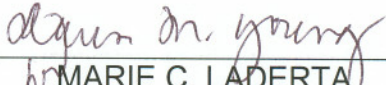


PART II  
DATA PROCESSING CONTROL CLERK I & II  
1.252 & 1.254

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This is an amendment to the minimum qualification specification for the classes  
DATA PROCESSING CONTROL CLERK I and II approved on June 18, 1974.

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