SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Electronic Data Processing Terminal Operator
CLASS CODE: 552

CHARACTERISTICS OF THE CLASS:

Under general supervision, operates remote on-line terminals to EDP computers in processing a volume of statistical or financial data related to student scheduling, grades, attendance, and reporting systems; and performs related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Operates on-line terminals in making inquiries of computers and in receiving information and reports; maintains student schedules, class lists, report cards, permanent record labels and student directory listings; maintains daily and weekly student accounting system for attendance; maintains all data printout materials regarding student schedules, class rolls, grades; delivers daily attendance rolls from District Office to Data Processing; decollates and bursts District Office printout material; prepares materials for processing; maintains records of actions, activities, files and performs other clerical duties; trains and distributes work to meet production schedules; supervises student aides and distributes work to meet production schedules; supervises student aides while working in terminal office; issues instructions for carrying out assignments and provides assistance to operators on related problems; advises supervisor of problems encountered in forms, procedures or data received for processing; checks with Data Processing when access, transmission, or equipment problems are encountered; trains and supervises personnel in the operation of terminal equipment.

QUALIFICATIONS:

Education and Experience:
Any combination of training, education and experience which demonstrates potential ability to perform the duties of the position including two years of broad clerical and office work and one year of data entry experience.

Knowledge and Abilities:
Knowledge of the methods, terminology and procedures used in financial and statistical recordkeeping;
Knowledge of general office practices and the operation of standard office equipment;
Knowledge of arithmetic, filing, records checking and the P-English language;
Ability to post, verify, and check verbal and arithmetic records accurately;
Ability to make arithmetic calculations rapidly and accurately;
Ability to type at the speed of 45 words per minute;
Ability to read and apply written instructions, procedures, and directions;
Ability to follow oral and written instructions.
Skill in typing and use of EDP terminal equipment.
Licenses and Certificates:

Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

Board Approved: 12/14/76
Revised: 3/17/95 (License Only)