

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: **Data Processing Operator**

REPORTS TO: **Supervisor of Data Processing Services**

JOB SUMMARY: Operates and monitors host computer, PC's and NT servers, utilizing established software and procedures to process business and educational data in meaningful report form. Also monitors and controls other computer peripheral electronic data processing equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Operates the host computer maintaining up-to-date knowledge about hardware and software that is used with the system.
2. Monitors system messages and system performance.
3. Loads peripheral equipment with selected computer paper, labels, computer forms, and payroll and accounts payable checks.
4. Signs account payable and payroll checks, decollates and bursts forms for distribution to end-user.
5. Observes system operations and determines whether programs appear to be operating correctly.
6. Analyzes potential problems and errors and take corrective action when called for or seek assistance from data processing supervisor or computer programmer to take corrective action.
7. Assigns job priorities to minimize overall system duration.
8. Performs procedures required for system backup.
9. Performs end of day audit runs for system applications.
10. Checks teacher workstations to assure data was downloaded as scheduled.
11. Processes accounts payable check processing and printing of reports, and processes bi-weekly payroll checks.
12. Transmits direct deposit payroll files.
13. Processes and prints end-of-month accounting reports.
14. Uploads payroll and accounts payable reconciliation files for processing.
15. Processes local, state and federal tax computer generated reports.
16. Produces monthly child accounting reports.

17. Produces and prints student schedules and scheduling reports, as well as bus passes and report cards.
18. E-mails files as attachments to users and local newspapers.
19. Generates real estate tax and per capita tax bills and reports.
20. Performs other duties as assigned by the Supervisor of Data Processing.

QUALIFICATIONS: Two (2) years experience in technology is necessary. Associates degree in computer field or equivalent is necessary. Overall technology experience is necessary that includes knowledge of computer hardware, software, and network troubleshooting..

REQUIREMENTS: Medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month position; Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)