



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Data Control Clerk

PRIMARY FUNCTION

The primary function of this job is to process requests for computer jobs for schools and departments. The job is also responsible for maintaining tapes, performing quality control functions, inputting data and distributing reports.

MAIN RESPONSIBILITIES

1. Performs output quality control functions by:
 - checking, verifying and balancing the computer output of payroll documents (e.g. reports, bank deposit forms and totals) before and after payroll approval prior to distribution to the departments of Payroll, Human Resources and Benefits, and Continuing Education
 - verifying and sorting weekly HR reports before distribution
 - checking and verifying daily school reports (e.g. reports, cards, timetables, transcripts, class attendance, index cards etc.) before distribution
 - checking various reports (e.g. TTC tickets, bus routes and street listing) before sending
 - advising the computer operator of invalid/unclear reports for re-run
2. Process electronic data transfers to internal (end-users) and external suppliers by:
 - utilizing modem to transfer data to other organizations e.g. Scotia McLeod RRSP, London Life, AERS (automated earning reporting system)

- transferring OTF (Ontario teacher Federation) dues information to diskette and sending it to OECTA/Payroll Department
 - using FTP to copy and rename payroll files (e.g. LTD, Leave of Absence, Supply Listing, Deferred Income), and e-mail process files to outside agency
 - extracting payroll data using MS access to generate HR Trend report
 - generating HR File Extract report
3. Prepare system run sheets by:
- submitting the payroll and weekly HR run requests schedules
 - utilizing Excel and Word to create, merge and print the documents
 - verifying the date of pay, pay type, files sequence number and all tape numbers are entered for each payroll run
 - creating and submitting run sheets to restore files for payroll
 - processing school run requests and packing sheets
 - updating distribution and check-off list for HR reports
4. Process report requests by:
- monitoring the routine schedules (e.g. weekly HR report; grade reports, monthly enrolment register for schools; address labels; mark verification; OCAS – Ontario College application service; OUAC – Ontario University application centre etc.) to ensure deadlines are met
 - entering the required parameters of the requested reports, checking the accuracy and printing the reports
 - contacting Principals, Guidance Department or Head Secretary to confirm jobs are ready to run in cases of specific requests
 - performing monthly back up of all school requests
5. Process, package and distribute output by:
- sorting, packing and arranging distribution of reports (e.g. attendance; student transcripts, index cards etc) to different locations
 - sending and retrieving system back-up tapes to offsite storage
 - logging, packing, labelling and dating with expiry dates on monthly reports prior to sending them to the warehouse for storage
6. Perform general secretarial/clerical duties such as:
- inputting data of Trillium Admin Companion; Catholic Secondary application forms; Junior and Senior Kindergarten registration
 - keeping track of special MS Software on Excel spreadsheet for Senior Co-ordinator
 - operating the pressure sealer (payslips, accounts payable cheques)

- keeping tape vault updated
- answering telephones
- booking meeting rooms
- keeping records of staff schedules
- providing back up of general office duties in the absence of the IT officer
- attending the reception area for the department

7. Performs other related duties as assigned or required.

SKILL

- 2 year college diploma or equivalent.
- 1 – 2 years experience.

EFFORT

- Complexity in ensuring that defined procedures, processes and timely schedules are followed to ensure accurate reports are produced and deadlines are met. Complexity in prioritizing the job requests.
- Visual concentration when entering commands into terminal. Physical concentration and effort when: sorting, parcelling and delivering reports; scratching tapes (120 tapes/day). Lifting boxes of reports up to 30 lbs.

RESPONSIBILITY

- Accountable for the processing of jobs on a day to day basis. Independence of action in scheduling 'special' jobs
- Errors in processing jobs would produce incorrect reports or delay the production of reports thereby inconvenience users
- Contacts on a daily basis with staff (schools and departments) in performance of duties

WORKING CONDITIONS

- Open concept office environment. Noise from pressure sealer.
- Stress from daily deadlines and constant interruptions.