

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Data Control Technician**

**I. JOB INFORMATION**

**Job Title: Data Control Technician (IT CLS2)**

**Job Class: 11213 FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

Under general supervision and in accordance with accepted practices, performs duties related to the control of data input and report output for one or more computer systems. Determines best practices for the extraction of data. Prioritizes and schedules work performed.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Reviews and prepares user requests for data input into computer database. Ensures the integrity of database prior to all updates.
- Responsible for overall operation of the on-line student tracking system. Solves problems and makes recommendations for needed modifications.
- Uses independent judgment to select from alternative choices the most suitable method to comply with user requests for special reports within established time frames.
- Utilizing relatively complex computer software. Prepares daily/monthly standard reports for departments ensuring accuracy of data output.
- Maintains appropriate logs of programs and records in database and may purge records or programs not in use.
- Responsible for assisting supervisor in recommending any changes or modifications in systems.
- Coordinates special data reports. Assists user departments in determining what data is available and what data to access.
- Performs various clerical functions related to the maintenance of the system and the collation and distribution of report output.
- Distributes work assignments to other clerical workers and students. May monitor work progress and quality.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Two years of post-secondary education and one year of (FT) related work experience OR, a high school diploma or GED and three years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Ability to calculate basic math. Knowledge and skills to utilize current office equipment and a variety of complex software packages. Excellent verbal/written communications skills.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

Data Entry

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

11200

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*