

## **DATA CONTROL TECHNICIAN 7001**

### **Distinguishing Characteristics of Work**

This is responsible work in the coding and quality control of data obtained from sentencing guideline score sheets to assure the validity and reliability of the data base. An employee assigned to a position in this class is responsible for verifying, coding, and editing sentencing guideline score sheets submitted by each office of the Clerk of Court to the Office of the State Courts Administrator. The Data Control Technician verifies the accuracy of the entries of all sentencing guideline score sheets in accordance with sentencing guideline standards and policy, resolves any errors with the submitting office, and determines if the sentence reported for each case meets established guidelines. The Data Control Technician is also responsible for performing edit checks of all data entered into the computer system by the data entry operators. Working relationships are established with personnel in the Office of Court Services, Information Systems Services, and the Offices of the Clerk of Courts, State Attorneys, and the Department of Corrections. Work is performed under the limited supervision of the Court Statistics Program Manager or a Senior Court Analyst.

### **Education and Training Guidelines**

Graduation from high school and two years of experience as a data entry operator, word processor, or other positions requiring use of computer terminals. College education may substitute, on a year for year basis, for the recommended experience.

### **Knowledge, Skills, and Abilities**

Knowledge of data entry methods and ability to operate data keyboard entry equipment. Ability to apply sentencing coding standards to a high volume of detailed and complex data. Ability to work quickly and accurately. Ability to operate a calculator and a personal computer.

**Effective: June 1, 1991**