

DATA CONTROL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsible clerical and account control work which includes the compiling and coding of source documentation forwarded for input into an electronic data processing system. The incumbent of the position is responsible for coordinating the gathering of fiscal and statistical information from County Departments and verifying data transcribed by the Data Processing Department against manually derived control amounts. A substantial amount of the incumbent's time is devoted to the details of processing County payrolls. The work is performed under the general supervision of the County Treasurer with broad leeway allowed for the exercise of independent judgement. Supervision is exercised over subordinate clerical personnel. A Data Control Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes payroll records for accuracy before extension are made;
- Supervises and coordinates the activities of workers participating in calculating payroll information;
- Reviews and oversees the recording of payroll data such as retirement systems information, insurance deductions, bond purchases, credit union payments, and union dues deductions;
- Computes and enters totals on payroll vouchers using calculating machine;
- Confers with originators of source data and data processing personnel to insure schedules are met;
- Examines data for discrepancies, corrects errors, and reconciles data to insure accuracy at various stages of processing;
- Prepares source documentation and codes data processing entries dealing with appropriations, revenues, and required adjustments;
- Assigns workers to duties such as arranging data in specified sequence and assigning codes and account numbers;
- Reviews personnel forms to determine names, rates of pay, occupations of new hires, changes in wage rates, and related information;
- Compiles and prepares extensive periodic fiscal and statistical reports required by management and governmental agencies;
- May participate in activities related to the calculation and collection of taxes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in checking financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to acquire a working knowledge of the capabilities and limitations of electronic data processing equipment; ability to understand and follow oral and written directions; clerical aptitude; ability to get along well with others; accuracy; attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A.) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's degree in accounting and three years of experience involving the maintaining and checking of financial accounts and records, at least one year of which must have been in a supervisory position;

OR

- B.) Graduation from high school or possession of a high school equivalency diploma and five years of experience involving the maintaining and checking of financial accounts and records, at least two of which must have been in a supervisory position.

NOTE: Training at or beyond the associate's degree level which includes and/or is supplemented by 15 semester credit hours in accounting may be substituted for the training requirement in (A). The equivalent of three years of training (90 semester credit hours) including 21 semester credit hours in Accounting and Business Administration at a regionally accredited or New York State registered college or university may be substituted for the Associate's Degree and one year of general experience required in (A). Such training may not be substituted for the two years of experience, at least one year of which must have been supervisory experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/17/79

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