OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 - 1987

CLASS TITLE:	CODE:
Data Processor 1	12321C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under direct supervision from data processing supervisors or office supervisors, codes, edits, batches & balances data for computer input;

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	71-91	Codes & edits documents in preparation for computer input.	Knowledge of (1) office practices & procedures*, (2) data processing procedures*; ability to (3) carry out detailed but uncomplicated written or oral instructions, (4) add, subtract, multiply & divide whole numbers, (5) copy records precisely, (6) check pairs of similar or dissimilar items.
2	0-14	Sorts, counts, batches & logs coded documents prior to data entry or after computer runs; tabulates & balances records of documents being processed.	Knowledge of 1*; ability to (7) sort items into categories according to established methods.
3	2-22	Performs clerical tasks related to processing of data (e.g., files, logs, operates computer-related machines, works in reception areas, delivers data).	Knowledge of 1*; ability to 3, 5.

(37)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
Occasionally works evening or night shift.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*
Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary.

TRAINING & DEVELOPMENT: