

DATA PROCESSING TECHNICIAN (1136)

Task List – 2026

1. Reviews and verifies accuracy and completeness of records, documents, and other data to be processed by computer and off-line equipment by using documentation manual in order to insure accuracy of output.
2. Coordinates with computer operations and programming personnel in order to ensure that all requirements for computer processing of jobs meet departmental standards.
3. Maintains operations and systems documentation and resolves procedural discrepancies and job control language with programmers in order to maintain production standards.
4. Coordinates and controls critical jobs, such as financial, payroll, or police systems which require continuous monitoring, in order to maintain production processing.
5. Maintains the operation of a public area for the receipt and distribution of reports, in order to users and vendors.
6. Reviews production control methods and procedures for completeness and effectiveness by comparing methods and procedures used for technical documentation, manuals, or instructions given, in order to maintain up to date procedures.
7. Retrieves program instructions stored electronically within a computer in order to submit jobs through Time Sharing Option (T.S.O.) or scheduler.
8. Prepares written reports regarding problems or issues related to deviations from schedule in order to notify succeeding shifts and management personnel.
9. Read computer operation log entries from the previous shift to be aware of an event, or events, that may affect the work schedule of the day to maintain operational needs.