



DATA PROCESSING SPECIALIST

GENERAL RESPONSIBILITIES

Support and maintain a division wide database that may be used by a variety of departments and schools and assist personnel in the use the database. Update and maintain the database. Train new users in the proper procedures pertaining to the database.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- First level contact and support of a system-wide database such SASI or MP2.
- Troubleshoot questions relating to the database.
- Update, verify reports, and edit listings from the database.
- Generate reports and information for database users.
- Create and test instructions for procedures as needed.
- Research and change records and tables as requested.
- Generate a variety of reports from the database, i.e.: report cards, progress reports and scan sheets.
- Perform housekeeping duties, i.e. filing, typing, copying, moving equipment, etc.
- May operate optical scanning equipment.
- Train personnel in the use of the database.
- Work with the database vendor to solve problems, load patches, etc....
- Maintain online records.
- Maintain system security.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with associates; ability to work under pressure; ability to organize and perform work independently; ability to prepare and maintain computerized records and systems; ability to meet the public effectively.

EDUCATION AND EXPERIENCE

Required:

High school diploma or GED.

Experience in customer support, Help Desk, School Secretary, and Data Technician.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.



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