

GENERAL SERVICES DATABASE TECHNICIAN

GRADE 24

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible technical work in maintenance, implementation, and data manipulation of the General Services Information System or other automated records/database management systems. Does related work as required. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing administrative support to the Department of General Services; maintaining data; retrieving data; manipulating data into a variety of reports.

(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.)

- Responsible for generating regular, recurring, special, and customized reports.
- Analyzes end users' request for data, locates sources and categories of data, gathers, compiles, breaks down, and summarizes data.
- Responsible for ascertaining accuracy of data, correcting discrepancies and entering updates.
- Performs and assists in data entry and retrieval utilizing standard programs and software applications.
- Assists in maintenance programming and data file revision as necessary.
- Determines relevance of data received from various sources and enters data if appropriate.
- Formulates and executes necessary reports.
- Consults with computer end users in solving database related problems.
- Schedules conferences and meetings; attends meetings.
- Maintains inventory and control systems for records.
- Trains, directs and assists new employees; assists with the interpretation of policies and procedures.
- Types general correspondence, memorandum, reports, schedules, official notices, statistical tables, reports, motions, court orders, responses, case records and other materials from rough draft, copy, marginal notes or verbal instruction.
- Gathers and compiles detailed information for inclusion in special and/or complex reports; prepares reports in accordance with instructions.
- Serves as a receptionist; answers telephone and gives information in response to public inquiries.
- Develops and maintains cross-referenced office files and a variety of other specialized records; sorts, indexes and files material alphabetically, numerically, geographically or by other predetermined classification; reviews files for completeness.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of operation of computer systems, and office assistance techniques and related equipment; ability to manipulate data to generate appropriate reports; ability to operate computer terminal and microcomputer; general knowledge of business English, spelling and arithmetic; general knowledge of County and departmental programs and policies and terminology; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some office assistance experience including public contact work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

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