



DATA PRODUCTION SPECIALIST

NATURE OF WORK

This is data processing production work providing a full range of printing and electronic document maintenance services and data processing support to Senators, Senate Committees and offices. Work includes operating computer peripherals to set production jobs, and setting printers and queues for off-site printing. Work requires assessing production failures and problems and taking corrective action as needed, conducting tests and demonstrations of new and modified applications, and coordinating data processing requirements with outside vendors or in-house programming staff. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Performs technical printing services for Senate staff; utilizes various types of equipment and systems to process and complete print requests; sets up queue management features and print device modifications and configurations.
- Creates and updates customized forms, signatures, letterhead and graphic files for Senate offices.
- Verifies constituent addresses using various applications; performs constituent address maintenance.
- Performs electronic document maintenance, media duplication and scanning support for Senate office staff; disposes of documents when applicable.
- Maintains activity log on all document imaging and electronic document maintenance requests; maintains user accounts and customized print libraries.
- Works with Senate staff to accurately complete work orders for services; helps users with indexing documents and document preparation.
- Assures the final quality control step is performed on all output and that the product is promptly and accurately distributed to the users.
- Identifies systems failures; follows established procedures needed to circumvent malfunctioning component by providing equivalent functions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires frequent physical effort such as walking, sitting, bending, standing, safely lifting objects up to 50 pounds, and operating computer key boards. Work exposes the employee to noise and cold temperatures from the computer equipment.



MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and one to three years experience in computer operations or network digital printing; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of office equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Skill in operating a variety of electronic printing, scanning and duplication equipment.
- Knowledge of TCP/IP and FTP processes.
- Knowledge of UNIX, JCL, SQL and JES2 commands.
- Ability to meet established quality control standards.
- Ability to inspect and coordinate work in an efficient manner.
- Ability to meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and customers.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.