

Job Class Profile: **Data Control Clerk**

Pay Level: **CG-21** **Point Band:** **340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	2	2	2	2	2	1	3	
Points	93	33	13	10	60	43	41	21	32	346

JOB SUMMARY

The Data Control Clerk is primarily responsible for collecting and maintaining warehouse department records and monitoring/resolving store stock discrepancies.

Key and Periodic Activities

- Creates orders, records and maintains inventory records, performs adjustments, and completes appropriate documentation.
- Performs basic reception duties (i.e. greeting suppliers, answering telephones, general office organization).
- Performs warehouse control activities (i.e. warehouse scan control logs, container tracking, special order requests, and special store orders).
- Prepares bi-weekly payroll.
- Performs other duties as required, (i.e. ordering supplies, investigating errors, and records management).
- Prepares monthly reports (i.e. Employee Performance Reports, Employee Pick Summary, Forklift Summary, and Pallet Control Records).

SKILL

Knowledge

General and Specific Knowledge:

Knowledge of:

- General office procedures
- Shipping, receiving, ordering and record maintenance
- Data entry and tracking

Formal Education and/or Certification(s):

- Minimum: 1 year related Post Secondary program

Years of Experience:

- Minimum: 1 to 2 years of experience

Competencies:

- Ability to prepare reports, enter data and track information.
- Knowledge of Point of Sale (POS) systems and AS 400.
- Basic office training and computer skills.

Interpersonal Skills

- A range of interpersonal skills are needed to listen and ask questions, provide routine information to others and maintain confidential organizational information.
- Communication occurs with employees, peers, supervisor, sales representatives, clients/customers/general public, and executives.
- The most significant and frequent contacts are with employees, peers and supervisor regarding daily warehouse functions.

EFFORT**Physical Effort**

- Work demands occasionally result in considerable fatigue or require periods of rest.
- Occasionally required to lift objects less than 10 lbs. (e.g. light weight office supplies).
- Constantly required to perform fine finger/precision work while sitting using a computer and completing manual reports.
- Work environment provides an opportunity for standing and walking.

Concentration

- **Visual** concentration is constantly required on a daily basis for data entry and tracking, data compilation, and the preparation of monthly departmental reports.
- **Auditory** concentration includes answering phones in an environment where noise level can be high
- Work of this class is occasionally impacted by **interruptions** affecting deadlines.
- Occasionally, positions may have a lack of **control over work pace**.
- Accuracy and **precision** are occasionally required when completing payroll reports and spreadsheet work.

Complexity

- Tasks are generally similar, well – defined, and related in terms of knowledge and skill.
- Problems may be characterized as having obvious solutions and if not, ideas for solutions may be provided in a team setting.
- Typical problems faced by this class are “out of balance” inventories.
- Problems can be addressed by following guidelines, having a discussion with the supervisor, referencing manuals or seeking input from other staff.

RESPONSIBILITY**Accountability and Decision-Making**

- Work tasks and activities are generally prescribed and controlled.

- Decisions can be made when ordering small office supplies or delegating some tasks to other employees.
- Requires approval for large purchases, and completion of some work assignments (i.e. payroll approved by the supervisor).
- Work tasks involving the entry of payroll data or the releasing confidential information are completed at the discretion and independent judgment of the Data Control Clerk.

Impact

- Impact is generally felt within the immediate work area and customer/clients/general public (e.g. inaccurate inventory control).
- Work activities impact equipment, information, finances, and human resources. In general, work tasks and activities are prescribed or controlled through operating manuals, policies, procedures and guidelines.
- Problems tend to be short-term; identified and solved quickly with some impact within the immediate work area and on clients.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Expectation to provide occasional advice and/or guidance to new employees, student employees, etc.

WORKING CONDITIONS

Environmental Working Conditions

- Required to use safety equipment including safety shoes, hard hat, and vest at all times when in the warehouse but not in warehouse office where majority of time is spent.
- There is limited likelihood of minor cuts, bruises, abrasions, fractures, other injuries, or partial disability.
- Exposed to noise, dirt, dust, filth, or garbage while performing some work duties. Occasionally, exposed to fumes, limited ventilation, odours, temperature extremes, sharp objects, and heavy machinery when in warehouse.