LOS ANGELES UNIFIED SCHOOL DISTRICT

CAREER OPPORTUNITIES WITHIN THE FIELD OF

INFORMATION TECHNOLOGY – DATA PROCESSING

Deputy Division Administrator

Director of Data Processing Operations

Deputy Director of Data Processing Operations

Manager of Data Processing Operations

Supervising Data Processing Equipment Operator

EDP Technical Assistant

Data Processing Tape Librarian

Supervising Data Control Clerk

Supervising Data Entry Operator

Senior Data Entry Operator

Data Control Clerk

Data Entry Operator

Senior Data Processing Equipment Operator

Data Processing Equipment Operator

Data Processing Equip. Operator Trainee

Microfilm Supervisor

Sr. Microfilm Operator

Microfilm Operator

Clerical
ENTRY LEVEL POSITIONS INTO THE FIELD OF INFORMATION TECHNOLOGY – DATA PROCESSING:

Data Entry Operator

Typical Job Duties – Operates key-to-disc and other data entry equipment.

Minimum Entrance Requirements – Six months of experience in the operation of data entry equipment, such as key-to-disk machines. Successful completion of a course in the operation of data entry equipment may be substituted for the required experience.

Microfilm Operator

Typical Job Duties – Operates a microfilm camera, viewer, processor, splicing machine, and reader-printer, and searches microfilm files for required information.

Minimum Entrance Requirements – Graduation from high school or evidence of equivalent educational proficiency and six months experience in the operation of microfilm cameras, viewers, reader-printers, and processors. Be able to safely lift and carry boxes weighing up to 50 pounds.

Data Control Clerk

Typical Job Duties – Establishes or utilizes controls to check and verify the accuracy and timeliness of data processed by a variety of computers and other data processing equipment.

Minimum Entrance Requirements – Graduation from high school or evidence of equivalent educational proficiency, proficiency, preferably including or supplemented by courses in business arithmetic. Requires one year of office experience including checking numerical data for completeness and accuracy.

Information on additional job opportunities can be obtained by calling the Classified Recruitment Office at (213) 353-4200 Ext. 1, or by visiting our website at www.lausd.net.