**Job Class Profile:** Data Control Clerk  
**Pay Level:** CG-21  
**Point Band:** 340-363

<table>
<thead>
<tr>
<th>Factor</th>
<th>Knowledge</th>
<th>Interpersonal Skills</th>
<th>Physical Effort</th>
<th>Concentration</th>
<th>Complexity</th>
<th>Accountability &amp; Decision Making</th>
<th>Impact</th>
<th>Development and Leadership</th>
<th>Environmental Working Conditions</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Points</td>
<td>93</td>
<td>33</td>
<td>13</td>
<td>10</td>
<td>60</td>
<td>43</td>
<td>41</td>
<td>21</td>
<td>32</td>
<td>346</td>
</tr>
</tbody>
</table>

**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.

### 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.