



Denver Municipal Federal Credit Union

Job Description: **3050**
Data Processing Clerk

Date: April 1995

Reports to: Accounting/Data Processing Supervisor

Objective: To provide administrative staff support for all data processing operations.

Essential Responsibilities:

1. Completes the regular and systematic back-up of all accounts through the FILESAVE program.
2. Runs the START program each morning, or as directed.
3. Receives the Automatic Clearinghouse (ACH) files and post to accounts. Handles the work exception report and returns rejections via FEDLINE.
4. Runs the Share Draft exception report. Returns rejection items via bi-sync to Colleague.
5. Receives ATM transmissions and posts to appropriate accounts. Processes the exception report.
6. Creates the Positive Balance File (PBF), (i.e., the updated ATM balances) and bi-syncs to the proper institution.
7. Prints hold files daily for management reports to be distributed to designated employees.
8. Prints membership cards and loan coupons on a weekly basis and distributes to designated employees.
9. Maintains the hold file log daily. Transfers hold files to magnetic tapes semi-weekly for microfiching.
10. Deletes hold files semi-weekly once microfiche is received and verified.
11. Processes end-of-the-day back-up programs (FILESAVE) on Saturdays.

12. Posts the City of Denver payroll four (4) times a month.

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13. Processes mid-month VISA and month-end statements.

14. Maintains records and performs regular systems maintenance (scheduled and unscheduled) on hardware and software, as directed.

15. Operates the computer console, including the process of bringing the computer up to operating mode or restoring the computer to operating mode following a stop or malfunction.

16. Operates peripheral equipment, such as printers, tape drives, visual display equipment or other such devices performing similar functions.

17. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: High School diploma or equivalent, and two (2) or more years of recent and related work experience. Must be able to work flexible hours. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**