

<b>Job Title</b>	<b>DATA PROCESSOR</b>
<b>Division</b>	<b>Land Administration</b>
<b>Section</b>	<b>Lease Preparation and Land Management Information</b>
<b>Location</b>	<b>Head Office</b>
<b>Salary Band</b>	<b>Two (2)</b>
<b>Objective</b>	To maintain computer database and records.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Receives and checks land information data for accuracy.</li> <li>2. Enters land information data into the computer using standard procedures.</li> <li>3. Provides land information data summaries and printouts as requested.</li> <li>4. Maintains a system of computer files and folders including backups.</li> <li>5. Labels files according to retention and disposal schedules and prepares files for disposal</li> <li>6. Compiles statistics and reports on activities within record services</li> <li>7. Performs other related duties as assigned.</li> </ol>
<b>Working and reporting relationships</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Land Management Information Laison Officer</li> </ul> <p><b>Other working relationships:</b>  Data Processor  Word Processor  Data Entry Clerk  Data Base Technician</p>
<b>Job specifications</b>	<p><b>Qualifications:</b>  Possesses at least 4 GCE "O" Level/CXC/equivalent passes, with a pass in English Language (General).</p> <p><b>Experience and Knowledge:</b>  He/she should be able to type and operate a computer. He/she should have at least 2 years clerical experience.</p> <p><b>Personal characteristics:</b>  He/she should have procedural or systematic proficiency, with an understanding of general office work routines and procedures. As the position involves direct dealing with confidential information, he/she must demonstrate the utmost confidentiality.</p>