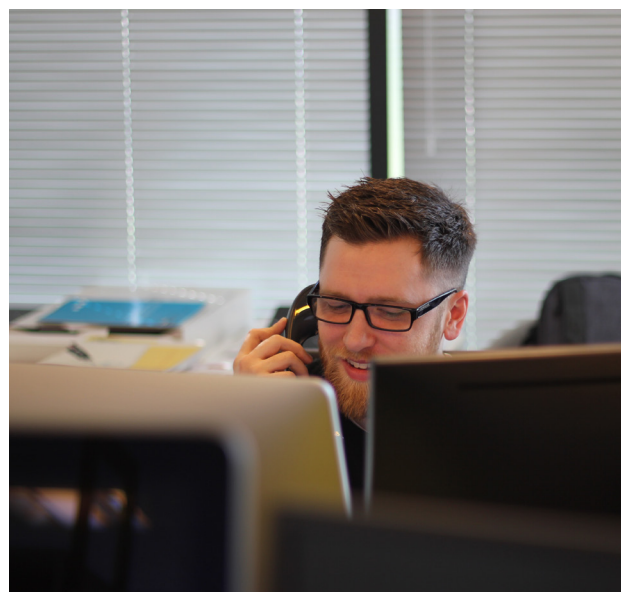


DATA PROCESSOR

A data processor provides administrative support for the capture and transfer of information for storage, processing or transmitting.

WHAT RESPONSIBILITIES WILL I HAVE?

- Operate personal computer equipment with Microsoft software applications
- Above average computer experience with 10-Key data entry
- Work with mathematical concepts such as probability and statistical inference
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Proven problem solving, communication, organization and customer service skills
- Solve practical problems and interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Knowledge of farming and animal agriculture terminology
- Key in codes necessary to process information with a high level of accuracy
- Input information such as reports, mailing lists, accounts, payrolls, staff records and scientific information
- Report, retrieve, confirm and update data that has been stored
- Type and rearrange information, including highlighting parts of the text, moving paragraphs from one page to another and formatting information into columns
- Make alterations to information already stored on a computer
- Print out reports, letters, labels and other documents as required
- Sometimes required to undertake clerical duties



WHAT EDUCATION & TRAINING IS REQUIRED?

A high school diploma and excellent computer skills

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, mathematics, business and computer courses

TYPICAL EMPLOYERS

Companies that sell or have large quantities in inventory, food packing plants, animal production companies

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- Commodity specific organizations
- American Trucking Association

AVERAGE ANNUAL FULL-TIME SALARY

\$28,000