



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	CLERK DATA ENTRY
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8574
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Operates computers to enter data from a number of sources; operates other data processing equipment as directed; balances batch totals to assure input data is accurate and complete; maintains accurate and current files, records and data base files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Operates computers and stand-alone microcomputers to enter data from a number of sources; prepares and reviews source documents to assure the accuracy and appropriateness of data to be entered
Balances batch totals to assure input data is accurate and complete
Maintains accurate and current files, records and data base files; maintain a variety of records related to such areas as payroll, budget, attendance, transportation or census information
Performs a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports
Assists users as necessary in identifying and retrieving information; assists in the operation of the tape drive, printer, scantron, decollator, burster and a variety of other ancillary data processing equipment
Provides for proper update of data processing manuals to assure appropriate documentation and user information
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs related duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery.

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Two years of experience in general clerical or data entry work
Word processing/transcription skills
Ability to successfully operate a computer and computer software systems and generate reports
Effective communication skills

DESIRABLE QUALIFICATIONS
Completion of a course in CRT operation
Experience in a diverse workplace