



NEW:  
07/12/2004

JOB TITLE:	DATA ENTRY CLERK
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**

Operate computer terminals to enter data from a number of sources; operate other data processing equipment as directed; balance batch totals to assure input data is accurate and complete; maintain accurate and current files, records and data base files.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Operate on line computer terminals and stand alone microcomputers to enter data from a number of sources; prepare and review source documents to assure the accuracy and appropriateness of data to be entered
- Balance batch totals to assure input data is accurate and complete
- Maintain 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
- Perform a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports
- Assist users as necessary in identifying and retrieving information. Assist in the operation of the tape drive, printer, scantron, decollator, burster and a variety of other ancillary data processing equipment
- Provide for proper update of data processing manuals to assure appropriate documentation and user information
- Perform 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.
- Typing/transcription skills
- Ability to successfully operate an electronic computer terminal and computer software systems and generate reports.
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Completion of a course in CRT operation