

DATA ENTRY CLERK

CLASS SUMMARY

Under supervision –performs a variety of data entry functions to meet the requirements of various departments; performs related duties as required.

REPRESENTATIVE DUTIES

Checks, codes, and enters data from a variety of source documents; corrects errors when found, or refers errors to supervisor; responsible for transferring data electronically from the microcomputer system to the mainframe; programs new formats on microcomputer systems for data entry; creates and modifies formats according to instructions; maintains and organizes documentation for the microcomputer system; may operate optical scanner.

ORGANIZATIONAL RELATIONSHIPS

This class reports to a designated supervisor.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to one year of clerical experience, including at least six months experience as a Data Entry Operator or similar position requiring keyboard operation using a microcomputer or related system.

Knowledge and Abilities

Knowledge of: the terminology, materials, equipment and procedures used in data entry; verifying and data recording/data collection systems; modifying and maintaining formatted programs for a key to disk and/or microcomputer based data entry system; optical scanner operation; business office methods and clerical record keeping procedures; standard office practices.

Ability to: follow oral and written instructions; work harmoniously in an office/production situation; learn new machine operations and procedures within a reasonable amount of time; communicate and deal effectively with people from diverse backgrounds; make independent judgments when performing assigned tasks; learn to operate a variety of data processing equipment including an optical scanner; read and understand procedures.

DATA ENTRY CLERK (continued)

Skills to: enter data with accuracy and at an acceptable rate; create and maintain programs and forms for a key-to-disk and/or microcomputer based data entry system.

WORKING CONDITIONS

Positions in this class require prolonged video display terminal (VDT) viewing.