

TITLE: <u>Data Entry Clerk I</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA443</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>1</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Receive and enter information into a computer database to support the principal purpose and activities of a department within the University. Perform a combination of general office work and data entry tasks which necessitate familiarization with specific work routines and the ability to operate standard office equipment.

ESSENTIAL JOB FUNCTIONS

- Enter data, via computer, pertaining to the services provided by unit. Update records to reflect most current status of inputted data. Follow established practices or standards for the input and presentation of information.
- Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.
- Perform general clerical duties. Receive and route incoming calls; type correspondence; update and maintain office files; receive and distribute campus mail.
- Maintain records of department activities. Distribute activity information to appropriate people. Monitor receipt of information to ensure department services are rendered, issue reminders as necessary.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level necessitates the ability to follow standardized work routines in order to perform data entry and general office tasks. Duties are specific in nature but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbent must handle them based on information learned through exposure or prior experience. Work is performed in an office setting demanding the use of standard office equipment. This classification reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Ability to type and perform data entry with speed and accuracy.
- Prior experience using a computer terminal for data entry preferred.
- Good proofreading skills.
- Ability to communicate effectively with others.
- Some knowledge of University policies and procedures desirable.
- Ability to operate standard office equipment.
- Typically, incumbents have worked in an office setting, providing clerical support.