

TITLE: <u>Data Entry Operator</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA444</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

Input data and verify information from various sources relating to departmental operations via key entry equipment into a computer database. Perform production data entry which necessitates 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 database information to reflect most current source information. 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.
- Prepare and/or process checks to ensure prompt payment for goods and services. Print and distribute database information reflecting productivity and activity.
- Assist with routine office duties such as typing, filing, record maintenance as workload permits. Serve as back-up for other clerical positions in unit.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level follows standardized work routines necessary in order to perform production data entry. 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. Position duties consist predominantly of high volume, production data entry via computer terminal, which subjects the incumbent to long term repetitive keystroking, a high level of sensory attention to assure accuracy of material being data entered and extended periods of sitting in a single position. Work is performed in an office setting using 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.
- Ability to sustain concentration for extended periods of time.
- Good proofreading skills.
- Ability to operate standard office equipment.
- Typically, incumbents have worked in an office setting, providing clerical support.