

TITLE: <u>Data Entry Clerk II</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA445</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>2</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Provide clerical support and data entry services to a department within the University in response to requests for unit assistance. Clerical duties and data entry performed necessitate familiarity with specific work routines and the ability to operate standard office equipment.

**ESSENTIAL JOB FUNCTIONS**

- Serve as unit receptionist. Answer incoming phone calls requesting unit action; obtain information on type of service needed, location, account to be charged and client specifications; relay service information to proper department personnel.
- Enter service information, 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. Produce hard copy records of data entered information.
- Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.
- Perform general office duties. Receive and route incoming calls; update and maintain department files; ensure office equipment is in good service; stock department forms and supplies.
- Maintain records of department activities. Distribute activity information to appropriate people. Monitor receipt of information to ensure department services are rendered.
- May provide functional work direction of assigned tasks to a small number (1-3) of student and part-time support personnel. Assign, monitor and review routine tasks. Train in appropriate methods and procedures.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level follows standardized work routines in order to perform data entry and provide clerical support to a department. 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 prior experience or exposure. Work is performed in an office setting demanding the use of standard office equipment. This position 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.
- Some experience using a computer terminal for data entry.
- Good proofreading skills.
- Ability to communicate effectively with others.
- Some knowledge of University policies and procedures preferred.
- Ability to operate standard office equipment.
- Typically, incumbents have held lower level data entry positions.