

DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine office work requiring care and accuracy while performing a full range of routine typing and clerical work. Under direct supervision, the incumbent performs a variety of tasks utilizing a computer to produce correspondence, records, reports, tables, documents and other material, following prescribed guidelines. The activities of employees in this class provide direct support to professional staff. Various routine clerical tasks, such as filing, sorting, answering telephones, are also performed. Supervision is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Types material using an alphanumeric keyboard to produce correspondence, reports, payrolls, lists, statements, vouchers, purchase orders, bills and/or other financial documents;
- Proofreads material and makes necessary corrections;
- Prepares and maintains simple records and files;
- Operates a variety of office machines;
- May receive incoming mail: open, date and distribute;
- May receive visitors, ascertain their business and direct to appropriate staff;
- May issue licenses, permits and other papers in accordance with law, regulation or administrative practice;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Good knowledge of proper grammatical usage, punctuation and spelling;
- Good knowledge of office terminology, procedures and equipment;
- Ability to follow written and verbal instructions;
- Ability to get along well with others;
- Accuracy;
- Courteous manner;
- Tact;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six (6) months of typing or data entry experience.