Job Code: 431.1

Job Title: **DATA ENTRY OPERATOR**

Pay Grade: 8

GENERAL SUMMARY:

Enters data from various source documents to provide information necessary for the processing of specific administrative reports, forms, certificates, and other documents. Performs routine work in the operation of computers. May assist general public, city officials and agencies in retrieving information.

RESPONSIBILITIES:

- Performs general data entry activities (inputting/retrieving information) from a variety of source documents.

- Types, proofreads and edits reports, documents and forms.

- Performs rapid and accurate conversion of data from original documents into coded form for input into computer systems.

- Verifies converted data for accuracy.

- Enters new information into the computer under well-defined and established procedures.

- May perform general clerical/receptionist functions, i.e. pick up, sort, and distribute mail; operate fax and copiers; file; maintain records; issue visitor passes; handle incoming phone calls.

SPECIFICATIONS:

KNOWLEDGE:
Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

Certification: May be required to pass a City administered typing test with a typing speed of 40 words per minute with no more than 4 errors.

EXPERIENCE:
Six months of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

COMPLEXITY:
Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staff. Interaction involves routine information exchange and/or service activity requiring common courtesy; e.g., answering questions, giving directions in response to requests.

External Contacts:
Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or service activity that requires common courtesy; e.g., directing calls, and answering questions.

PHYSICAL EFFORT:
The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a monitor.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Data Entry Operator
Senior Data Entry Operator
Office Supervisor

Effective: October 1990
Revised: May 2020