



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 431.2

Job Title: **SENIOR DATA ENTRY OPERATOR**

Pay Grade: 12

GENERAL SUMMARY:

Acts as lead worker entering data from various source documents to provide information necessary for the processing of specific legal and administrative reports, forms, certificates and data. Monitors input to ensure compliance with production schedules. Enters data into computers to record or verify a variety of complex or encoded data with a high level of speed and accuracy.

RESPONSIBILITIES:

- Leads and monitors the work activities of data entry personnel.
- Sorts and files various reports and documents.
- Prepares reports and other supplemental correspondence.
- Operates computers and oversees the operation of data entry input and output to ensure processing by schedule.
- Performs conversion of data from original documents and coded forms into formatted input for computers.
- May perform data entry activities to generate a variety of source documents, i.e., library material, library cards, parking tickets, traffic citations, commodity codes, voucher information, license information, vital statistics and payroll information.
- May be responsible for key verification of the work of other data entry operators.
- May be involved in training lower level operators and assisting in scheduling and monitoring work flow.

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 50 words per minute with no more than 5 errors.

EXPERIENCE:

Two years of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of 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:

Involves general scheduling and review of work as a "working supervisor" or lead person.

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*