

DATA ENTRY TECHNICIAN

Purpose Statement

The job of Data Entry Technician is done for the purpose/s of performing a wide variety of electronic imaging, clerical, record keeping and record retention duties; and to perform all other related duties as assigned.

Essential Functions

- Compiles a variety of documents for the purpose of determining appropriate record retention format.
- Generates various reports for the purpose of documenting records retention system.
- Performs routine and preventive maintenance (e.g. systems validation checks, backup procedures) for the purpose of ensuring the availability of computer equipment.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries for the purpose of providing information and/or direction.
- Reviews documents often of a highly confidential nature for the purpose of determining accuracy and appropriateness of scanning.
- Scans a wide variety of documents (e.g. applications, certifications, correspondence, student information, etc.) for the purpose of maintaining computerized record of documents for access by authorized personnel and/or archiving of documents.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: office methods and practices; and record keeping practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality, being attentive to detail; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking and 40% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 16