POSITION TITLE: Data Entry Operator I (County)

CONTRACT YEAR: 12 Months

PAY GRADE: 14

QUALIFICATIONS:

Education - Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program

Experience - Two (2) years of data entry experience within a school district or three (3) years of data entry experience not in a school district. Work experience should have included applying various applications to prescribed standard practices.

Special Qualifications - A working knowledge of general office practices and procedures. Bilingual skills preferred. Computer skills as required for the position.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.

DIRECT ACCOUNTABILITY: Administrator/Supervisor or designee

SUPERVISION: No supervisory responsibility

GOAL: To retain or transmit required information in the function/department being served, utilizing microcomputer and CRT keyboard capabilities.

ACCOUNTABILITY PROCEDURES: The administrator/Supervisor or designee will assess the effectiveness of the Data Entry Operator I (County) annually with respect to the performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The Data Entry Operator I (County) shall

1. follow instructions and prescribed methods and procedures to perform all data entry operations.

2. receive lists, reports, requests for payments and/or a variety of other source documents containing various forms of information, and organize such documents in a manner conducive to entry into the computer.

3. enter a variety of information into a microcomputer or a CRT, such as check requests, purchase orders, invoices, book sales, migrant student information, cash receipts,
employee salary and personal data, etc. depending upon function or department being served.

4. maintain sequence and control of source documents.

5. recognize deficiencies in source documents and return to user department for correction.

6. generate or initiate lists, forms, and reports from the data bases, as required.

7. file and retrieve reports, source documents, records, etc.

8. answer phone calls and provide information, as appropriate.

9. maintain all applicable data files on a current, orderly basis.

10. observe equipment for faulty feeding, skipping positioning, or other mechanical malfunctions, notifying the supervisor if such malfunction occurs.

11. assist data control personnel as requested.

12. log in work daily, on a priority basis.

13. interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.

14. operate standard office equipment such as any generation typewriters, calculators, CRT terminal, microcomputer, word processor, duplicator, etc., as well as equipment developed or advanced from future technology as required by the job.

15. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.

16. review current developments, literature and technical sources of information related to job responsibility.

17. ensure adherence to good safety procedures.

18. perform other duties as assigned by the administrator/supervisor, or designee.
19. follow federal and state laws, as well as School Board policies.

Board Approved: 6/17/82 & Adopted: 7/1/82

Revised: 11/17/92 & Adopted: 12/1/92

Board Adopted: 12/16/03
Board Adopted: 6/1/04
Board Adopted: 12/7/04