

JOB DESCRIPTION

TITLE DATA ENTRY CLERK  
DISTRICT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and one to two years office/business experience. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to and answer questions from office managers, secretaries and groups of employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Assigned Supervisor

#### GENERAL RESPONSIBILITIES

1. Enters data into the computer system in accordance with established procedures.
2. Operates the department's computer hardware, printer, optical scanner and fax machine.

#### SPECIFIC RESPONSIBILITIES

1. Keeps track of received data and source documents.
2. Prepares and sorts source documents and identifies and interprets data to be entered.
3. Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
4. Enters alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen, and enters necessary codes.
5. Compares data entered with source documents or reenters data in verification format on screen to detect errors.
6. Makes necessary corrections to information entered.
7. Compiles, sorts, and verifies accuracy of data to be entered.
8. Keeps record of work completed.
9. Reviews error reports and enters corrections into computer.
10. Transmits entered information into database.
11. Files or routes source documents after entry.
12. Responds to inquiries regarding entered data.
13. Provides in-service training regarding data processing procedures, as required.
14. Provides clerical services, as required.
15. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
16. Performs other duties as assigned.