



Data Entry Clerk

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
755	Non-Exempt	6 – Administrative Support	ATU	4 - Clerical	May 1983	NA	1 of 1

DEFINITION: Under close supervision, enters data using personal computers and the District's data entry and/or inventory software; and performs related clerical duties as assigned.

REPORTS TO: A supervisor in the unit of assignment, or designee

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Operates alphabetic, numeric, and special character data entry computers and keyboards in order to record or verify data with a high level of speed and accuracy.
- Maintains accurate computer and paper records required by the unit of assignment.
- Performs related clerical duties, as required.

Depending on Unit of Assignment:

- May receive inventory items such as supplies and parts, and perform related receiving functions.

MINIMUM QUALIFICATIONS:

Knowledge Of: The operation of data entry and/or inventory software programs equivalent to those currently in use by the District; personal computers and current software for spreadsheets at the intermediate level of proficiency; and modern office procedures and practices.

Ability To: Understand and follow detailed oral and written instructions; key numerical data accurately at the rate of 12,000 net keystrokes per hour; maintain organized and accurate records, files, and/or other materials; communicate in English effectively both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

Education: Equivalent to completion of the twelfth grade.

Experience: At least six (6) months verifiable recent full-time paid experience as a Data Entry Clerk or equivalent in a general office or inventory capacity.

Special Requirements: May be required to demonstrate the ability to key a minimum of 12,000 net keystrokes per hour.

NOTE: This job description was written May 1983. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format. (9/25/03)

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