

TITLE: DATA INPUT CLERK

CODE: 12621

GENERAL DESCRIPTION:

This is responsible data entry work involving entering large amounts of data into a data processing system.

Work involves responsibility for keying in a variety of information using a keyboard terminal. Duties include making routine corrections and editing of data. This position also has the responsibility for making routine data interpretation decisions. This work requires that the employee have some knowledge, skill and ability in data entry procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Data Processing Operations Administrator.

EXAMPLES OF DUTIES:

Enters data into a data processing system using a keyboard terminal from coded or uncoded data. Creates a data file or updates a previously created file. Verifies data by balancing against program controls. Corrects and edits data.

Enters payroll, billing information, both alpha and numeric; may manually calculate some payroll data and prepare payroll lists and reports.

Maintains master and cross-reference files of records such as customer cards. May operate bookkeeping machines to process accounting transactions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of data entry procedures and practices.

Some knowledge of the District's applications as they concern data entry requirements.

Good skill in keying in large amounts of data.

Good ability in oral and written communications.

Good ability to follow oral and written instructions.

Good ability to learn the operations of the data entry function.

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Considerable ability to establish and maintain effective working relationships with coworkers and user departments.

QUALIFICATIONS:

A high school diploma or the equivalent, and a formal training course in data entry plus one year of progressively responsible data entry experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.