

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA ENTRY OPERATOR

BASIC FUNCTION:

Under the direction of the Technology Operations Manager, operate a computer terminal to input data and produce reports from District computer equipment; perform a variety of complex word processing and computer tasks; assure input data is accurate and complete; maintain accurate and current files, records and data base files.

ESSENTIAL FUNCTIONS:

Operate a computer terminal to input data from a number of sources including accounting, payroll, transportation, budget and student information and employee attendance systems; review source documents to assure the accuracy of data entered.

Enter transportation and human resource absence reports; list employees according to established procedures.

Enter and update student information.

Enter accounting and budget information; produce reports for purchase order encumbrances; update school and District Office budget information.

Type a variety of documents as requested from oral or written directions; update various spreadsheets as required.

Maintain accurate and current files, records and database files; prepare and maintain a variety of records related to such areas as attendance or other information specific to the assignment; compile and submit statistical information to appropriate personnel or agency as directed.

Perform a variety of clerical support functions, including answering the telephone, receiving and routing mail, and maintaining supplies, files and reports; maintain department training room and conference schedules.

Assist staff and the public as necessary in researching, identifying and retrieving information.

Operate a variety of office equipment including a printer, facsimile, calculator, telephone, copier and other standard office equipment.

Assist others with special projects as directed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer terminal, related peripheral equipment and assigned software.
Methods and techniques of data entry.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Operate a computer terminal and computer software systems to generate a variety of reports and other documents.
Perform general clerical and record-keeping duties.
Type at a minimum of 35 words per minute from clear copy.
Operate a 10-key calculator by touch accurately.
Operate standard office equipment.
Understand and follow oral and written directions.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials and view a computer monitor.
Hear and speak to exchange information in person or on the telephone.
Sit for extended periods of time.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and some experience in general clerical or data entry work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.