

## **DATA ENTRY OPERATOR II**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is responsible clerical work involving the maintenance of large databases and the performance of support functions for a program. This position would be expected to perform the following functions depending upon unit needs: collecting, confirming and transcribing data from a variety of sources; entering information into a terminal and extracting this information in a variety of formats. This position differs from Data Entry Operator I by virtue of higher level of program responsibility and independence. Initially, employee's work will be directly reviewed and supervised to be sure the employee is learning and applying rules and procedures of the office. As job familiarity increases, the employee will have leeway for completing work assignments independently under prescribed procedures. Supervision is not normally a function of this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the levels and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Collects, compiles and inputs information on a daily basis;
2. Contacts other agencies or schools within a district to gather routine information;
3. Proofreads, verifies, and reconciles computer reports;
4. Maintains databases and produces lists or compiles information in accordance with program requirements;
5. Monitors files for receipt of necessary forms/documentation and takes follow-up action including making phone calls and sending standardized letters;
6. Files cards, correspondence and similar materials;
7. May operate photocopying, calculating and other office machines;
8. May act as liaison with computer center to order, compile, and distribute reports;
9. May render assistance to members of the public, including assisting in record searches and providing copies of documents.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of office practices necessary for interacting with staff and the public, processing work flow and filing and retrieving information;

Knowledge of software packages for word processing to produce memos and letters, and database management and spreadsheets to compile and produce lists;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to interact with a variety of people for the purpose of exchanging information concerning programs;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**DATA ENTRY OPERATOR II** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Six months of work experience in the performance of data entry operations;  
OR: (B) One year of clerical work experience;  
OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Candidates must indicate keyboarding experience, i.e., a course in typing or typing or data entry work experience.

DP0315

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