



JOB DESCRIPTION

SENIOR DATA ENTRY OPERATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare input and output formats and codes for data entry and to prepare and verify data used in the maintenance of District records. Employees in this classification receive limited supervision from the data processing supervisor within a standard framework of policies and procedures. Employees in this classification direct, coordinate, and supervise the work of others in a lead capacity. This job classification is primarily responsible for overseeing and participating in the timely and accurate input and output of information into data entry machines and equipment.

ESSENTIAL FUNCTIONS

- prepares formats and codes for entry and output of data
 - verifies all keypunched data with appropriate sources and/or by visual interpretation for accuracy
 - oversees and/or trains others in the entry and verification of a variety of data on keypunch cards to be used in the production and updating of records and other information such as student name and demographic data, master schedules, payrolls, programs, accounts receivable, accounts payable, journal entries, personnel data, transportation and statistical data, and other related information
 - establishes schedules and priorities and delegates work to subordinate operators regarding data entry operations
 - acts as information source to district employees, staff, and other interested parties regarding assigned activities, operations, etc.
 - performs grade and schedule changes and master file updating
 - incorporated within one or more of the previously mentioned essential functions of this job
- description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

PHYSICAL REQUIREMENTS

- | | |
|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 3. Often = 51 to 75 % |
| 2. Occasional = 26 to 50 % | 4. Very Frequent = 76 % & above |
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- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
 - 1 b. Ability to stand for extended periods of time.
 - 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
 - 4 d. Ability to hear and understand speech at normal levels.

- 1 g. Ability to lift 25 lbs.
- 1 h. Ability to carry 25 lbs.
- 4 i. Ability to operate office equipment.
- 2 j. Ability to reach in all directions.

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- correct English usage, spelling, grammar, and punctuation
- proper office methods and procedures including basic record keeping, filing, and typing
- alphanumeric data entry and verifies machines, and/or other data entry devices
- peripheral equipment
- basic computer functions and programming as related to keypunching procedures

SKILL TO:

- plan, direct, and prioritize the work of others in a lead capacity
- understand and carry out both oral and written instructions
- communicate well in both verbal and written forms
- type accurately at a rate required for successful job performance
- operate a variety of office machines and equipment including data entry machines, verifiers card sorter, collator, interpreter, reproducer, typewriter, and all other machines and equipment required for successful job performance
- quickly and adequately perform mathematical calculations
- maintain effective work relationships with those contacted in the course of performance of required duties

EDUCATION

Three years of experience in the operation of data entry and verifying machines, one year of which has been in a supervisory capacity such as lead operator or senior data entry operator.

EDUCATION

Equivalent to completion of twelfth grade.