

TITLE: <u>Senior Data Entry Operator</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA447</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>2</u>	CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-
		CLASS: <u>SA</u>

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**POSITION PURPOSE**

Input data, via key entry equipment, into a computer database, verify information and maintain hard copy records received from various sources relating to departmental operations. Perform production data entry which necessitates familiarization with specific work routines and the ability to operate standard office equipment.

**ESSENTIAL JOB FUNCTIONS**

- Enter data, via computer, pertaining to the services provided by unit. Receive source material and abstract information to be keyed from a variety of documents. Follow established standards or practices for the input and presentation of information.
- Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.
- Maintain department and client files. Update and post changes to records. Batch information and distribute documents. Compile raw data and documentation to create hard copy files.
- Compile and distribute reports relating to department activity. Access information from on-line system, tabulate data on work performed and validate information received from other units or individuals.
- Provide backup clerical support to professional staff. Answer and direct incoming phone calls; photocopy information for use by others; develop and maintain general office files.
- Perform related work as assigned.

**ADDITIONAL COMMENTS**

This classification level follows standardized work routines necessary to perform production data entry and office duties. Duties are specific in nature but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbent must handle them based on information learned through exposure and prior related experience. Position duties include high volume production data entry, via computer terminal, which subjects the incumbent to a high level of sensory attention to assure accuracy of material being data entered and extended periods of sitting in a single position. Work is performed in an office setting using standard office equipment. This classification reports to and receives work direction from a professional or management level position.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

## **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to type and perform data entry with speed and accuracy.
- Some experience using a computer for data entry.
- Ability to sustain concentration for extended periods of time.
- Good proofreading skills.
- Ability to operate standard office equipment.
- Ability to communicate effectively with others.
- Some knowledge of University forms, policies and procedures preferred.
- Typically, incumbents have held lower level data entry positions.