

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: DATA ENTRY CLERK

TITLE#: 1211

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing clerical activities associated with updating and maintaining computer files. An individual in this class may utilize a Visual Display Terminal for data input or translate and convert source materials into computer-acceptable data for input. In addition, an individual in this class is responsible for performing related clerical support activities associated with their specific departmental assignment. The work is carried out in accordance with established procedures but involves the exercise of independent judgment in making determinations of completeness and accuracy of source materials for data input. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Updates and maintains data base to ensure current status information;

Converts raw information into source documents;

Converts source documents into computer-acceptable form by use of a Visual Display Terminal;

Recognizes errors in source documents or original entries and follows up with corrections prior to release for processing;

Verifies correctness of entry data according to prescribed policies and procedures;

Uses computer applications to keyboard records, reports, correspondence, requisitions, vouchers, bills, receipts, or related departmental data;

Compares source material with reports, documents and other printouts for accuracy;

Maintains logs and other controls of source materials associated with data input, output, and printout.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of the techniques and practice of data entry and verifying machine operation; skill in keyboarding; ability to resolve operating problems; ability to follow oral and written instructions; initiative; accuracy; good judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which involved data entry.

JURISDICTIONAL CLASS: Competitive