

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Entry Operator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Operate an alphabetic and numeric data entry machine.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Enter and verify data on a key punch, key disk, or an intelligent terminal from budget, accounting, personnel, purchasing, inventory, instructional media, equipment, supply, and other documents. **E**

Prepare and set up equipment for data entry. **E**

Code, enter, log, record, and file data. **E**

May operate work processing equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to six months of recent, full-time or equivalent part-time, paid experience as a Data Entry Operator using key punch, key disc, intelligent terminal, or equivalent equipment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic computer entry practices and procedures.
Operation of miscellaneous work processing equipment.
Reading and writing English communication skills.

ABILITY TO:

Operate data entry equipment with speed and accuracy.

Set up proper program and recognize errors.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Disposition suited for work of repetitive or routine tasks; hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 7441

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