

**DATA ENTRY ASSISTANT**

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Class Code: 7548

**TITLE:** Data Entry Assistant  
Grade 13

**REPORTS TO:** Director

**SUPERVISES:** N/A

**JOB FUNCTION:** Operate computer terminals to enter data from a number of sources; operate other data processing equipment as directed; balance batch totals to assure input data is accurate and complete; maintain accurate and current files, records and data base files.

**DUTIES AND RESPONSIBILITIES:**

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- Operate on-line computer terminals and stand-alone microcomputers to enter data from a number of sources; prepare and review source documents to assure the accuracy and appropriateness of data to be entered.
- Balance batch totals to assure input data is accurate and complete.
- Maintain accurate and current files, records and data base files; maintain a variety of records related to such areas as payroll, budgets, attendance, transportation or census information.
- Perform a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports.
- Assist users as necessary in identifying and retrieving information.
- Perform other duties as assigned.
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

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KNOWLEDGE OF:

- Operation of data entry terminals and data processing ancillary equipment.
- Methods and techniques of data entry.

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- Modern office practices, procedures and equipment including filing systems.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Operate an electronic computer terminal and computer software systems and generate reports.
- Perform general clerical and record-keeping duties of average difficulty.
- Type at an acceptable rate of speed.
- Operate standard office equipment.
- Understand and follow oral and written directions.
- Learn and apply District policies concerning registration and enrollment.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

**EDUCATION AND EXPERIENCE:**

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- High school diploma or G.E.D. Certificate and one year of experience in general clerical or data entry work.

**LICENSES AND OTHER REQUIREMENTS:**

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*Original Date: 01/1999*

*Revision Date: 07/2011*

*Revision Date: 07/2012*

*Revision Date: \_\_\_\_\_*