



CLASSIFICATION DESCRIPTION

TITLE: DATA ENTRY CLERK JOB CODE: 5 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Performs data entry work by operating computer keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Work is performed under the direct supervision of an assigned Supervisor within the Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Collects, organizes, and verifies accuracy of data before it is entered.
- Extracts alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.
- Compares data entered into computer with data listed on the original document; Conducts spot checks to verify that data is correctly entered; Uses verification format already built in to computer program to detect data entry errors.
- Deletes incorrect information, and types in correct information.
- Maintains record of work completed.
- Provides backup to related positions.
- Serves as a member of various employee committees, as assigned.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares and maintains employee time and other personnel records for the department.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM TRAINING AND EXPERIENCE:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, computers, accounting and bookkeeping, and three (3) years of data entry or other office work experience, or any equivalent combination of related education and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with employees, City officials and the general public.
- Ability to communicate both orally and in writing.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
- Skill in operation of listed tools and equipment.
- Ability to enter data accurately; ability to establish effective working relationships with employees and supervisors; ability to work efficiently.

PHYSICAL REQUIREMENTS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Walking, Standing, Kneeling, Bending, Pulling, Stooping, Driving
- Light (under 45 pounds) lifting and carrying
- Equipment operation.
- Ability to access, input and retrieve information from a computer.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.