COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER

DATA ENTRY OPERATOR

APRIL 2016
FLSA: NON-EXEMPT

DEFINITION
Under general supervision, use established guidelines and knowledge of an assigned area to examine and evaluate source materials to determine appropriate data to input for encoding and transfer to computer records via a computer terminal.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Examine and evaluate a variety of source documents in order to determine appropriate data for encoding using knowledge of policies, procedures, and other guidelines as required.
- Check and verify proper coding of data previously entered by self or others in order to determine completeness and accuracy of source documents and computer records, correcting data entries as necessary.
- Operate a computer terminal and standard office machines to enter or correct previously entered data pertaining to financial, student, and other pertinent records.
- Report operational difficulties to technical support staff.
- May assist in development of revised and/or new systems applications.
- Code and enter data on a computer or terminal according to existing formats and guidelines; assist as requested in developing new fields, screens and formats.
- Communicate with users regarding input documents, work schedules, output and report generation.
- Load and download data and assure proper interface between mainframe and personal computer; copy diskettes and back-up files as needed.
- Generate a variety of computer-produced materials including correspondence, rosters, lists, reports and other documents used in area of assignment.
- Maintain comprehensive and detailed records on a computer; enter, update, store and retrieve information as needed.
- Train and oversee the work of student workers as assigned.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

➢ Operation and use of data processing equipment including computer terminals, scanner, sorter, peripherals and standard business machines.
➢ Methods and procedures used in data entry, collection and retrieval.
➢ Record-keeping techniques.
➢ Interpersonal skills using tact, patience and courtesy.

Ability to:

➢ Operate a computer terminal.
➢ Review, code, check and enter data on a computer.
➢ Operate equipment skillfully and in conformance with applicable procedures.
➢ Communicate data processing procedures and requirements to users.
➢ Read, interpret and apply policies, manuals and instructions.
➢ Communicate effectively both orally and in writing, with people at different levels and from various backgrounds.
➢ Establish and maintain cooperative and effective working relationships with others.
➢ Meet schedules and time lines.
➢ Maintain records and prepare reports.
➢ Accurately type at an acceptable rate of speed and proof work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to graduation from high school or GED and two years of clerical experience of which one year is data entry experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS
Dexterity of hands and fingers to operate a computer keyboard and other equipment.
May sit for extended periods of time.
Move from one location to the other as needed.
Lift and carry up to 25 pounds.

ENVIRONMENTAL ELEMENTS
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures