

JOB SPECIFICATON



IT DATA ENTRY OPERATOR LEAD

Class Code: FLSA Code: N/E (Non-Exempt)
Pay Range: 06

JOB SUMMARY

Under general supervision, serves as a lead worker to instruct, advice, and check the work of other data entry operators.

PRIMARY DUTIES

1. Provides guidance and training to a group of data entry operators. Distributes work and checks the accuracy of work completed.
2. Researches data to respond to a variety of inquiries and to resolve problems.
3. Performs all of the duties of a Data Entry Operator.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years in the operation of electronic keyboards or other data entry devices.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of data entry operations. Skill in the operation of keyboards or other data entry devices. Ability to instruct others in data entry work.

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OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience