

MORGAN STATE UNIVERSITY JOB SPECIFICATON



IT DATA ENTRY OPERATOR

Class Code: 2364
Pay Range: 05

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under direct supervision, operates keyboard or other data entry device to record data onto various electronic storage media.

PRIMARY DUTIES

1. Enters alphabetic, numeric, or symbolic data from various source documents into computer, using an electronic keyboard or optical scanner.
2. Ensures accuracy of data by comparing it against source documents. Deletes incorrect data and re-enters corrections into the system.
3. Maintains records of work completed.
4. Prepares routine reports and disseminates these according to established procedures.
5. Responds to routine inquiries and resolves routine problems that are either data or machine related.
6. Performs related duties such as compiling, sorting and counting data to be entered.
7. Operates standard office equipment such as personal computer, data entry devices, word processors, microfilm readers, printers, and photocopiers.
8. Performs general clerical duties such as typing, filing, and answering phones.

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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: One year in the operation of electronic keyboards or other data entry devices.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to operate a keyboard or other data entry device.

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.