

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **IT DATA ENTRY SUPERVISOR**

Class Code: N1047  
Pay Range: 11

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, directs and oversees all aspects of a data entry operation which involves day to day planning, organizing, delegating, staffing, and coordinating equipment repair and maintenance for two or more shifts.

### **PRIMARY DUTIES**

1. Supervises day-to-day operations of two or more shifts of data entry operators.
2. Directs shift supervisors in their functions of organization, control, distribution of work, priority allocations, and performance measurement.
3. Recruits, selects, trains, counsels, evaluates, and disciplines subordinate personnel.
4. Assists in preparing and monitoring the departmental budget.
5. Reviews documents and materials to be input to determine appropriate staffing and equipment needs. Recommends special adaptation of equipment to accommodate processing.
6. Ensures that data entry devices and related equipment are cleaned and maintained in good condition. Contacts vendors or other personnel to repair equipment as needed.
7. Evaluates machine capabilities and makes recommendations to upgrade or purchase new equipment.

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8. Predicts, controls, and implements changes in workload, staffing, procedures or schedules through analysis of internal operation and appraisal of user needs.
9. Performs data entry operator duties as required.

#### **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:** Five years progressively responsible data entry experience.

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of the functions and capacities of data processing equipment. Skill in operating keyboards and other data entry devices. Ability to analyze problems of a technical nature and to develop methods or procedures to resolve these problems; to train and supervise data entry operators in the use of data entry equipment.

#### **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.