

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

DATA ENTRY OPERATOR, DATA PROCESSING

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in personal computer hardware / software and peripherals.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in computer operation and demonstrated keyboard proficiency. Demonstrated effective oral and written communication skills. Skill in analyzing computer data (input / output). Skill in operating a computer terminal and typewriter. Ability to manage time effectively. Knowledge in FTE procedures. Knowledge in student data membership. Ability to maintain accurate records.

REPORTS TO:

Assistant Superintendent, Business and Finance

JOB GOAL

To provide technical assistance to Student / Staff and Finance Database Managers and users and operational support for District computing systems..

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide data entry / update relating to FTE Survey Period information on the Student / Staff Finance databases.
- * (2) Perform back-up procedures for all systems as required.
- * (3) Perform data entry / update of unscheduled data changes or additions to databases.
- * (4) Provide system tasks including monitoring, processing / retrieving E-MAIL account correspondence, F.A.S.T.E.R. requests and responses and DOE bulletin board postings.
- * (5) Maintain current knowledge of on-line and batch systems operations.
- (6) Perform office and clerical duties as required.
- * (7) Use effective, positive interpersonal communication skills
- (8) Provide reports and required information in a timely manner.
- (9) Provide archival services as required.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

18.00

DATA ENTRY OPERATOR, DATA PROCESSING (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4