

# Help Wanted: City of New Bedford hiring Temporary Data Entry Clerk

**POSITION:** DATA ENTRY CLERK (Temporary)

**LEVEL:** GRADE 7 \$13.78hr -\$19.91hr

**DEPARTMENT:** PUBLIC INFRASTRUCTURE

**FUNCTION:** Monitors and controls computer to process data entry requirements.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director of Operations or Commissioner's designee.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Monitors and controls electronic computer to process business or other data according to operating instructions. Selects and loads input and output units with materials such as tapes or printout forms for operating runs. May control computer to provide input or output service for another computer under instructions from operator of that unit.

Operates on-line or off-line machines according to written or oral instructions to transfer data from one form to another, print output and read data into and out of computer. Participates in technical projects.

Recommends changes in programs, routines and quality control standards. Prepares for review records and reports of operating and down time; operates computers to assist in locating and overcoming error conditions.

Develops operating methods to process data; assists in the development of useful computer programs. Keypunches and edits; assists general public, office staff and City employees.

**EDUCATION:** Graduation from a high school or GED equivalent with specialized course work in computer operations.

**SPECIAL REQUIREMENTS:** Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions. Knowledge of personal computers and various programs.

**TOOLS AND EQUIPMENT USED:** Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; telephone; copy machine; fax machine; scanner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.