

# Help Wanted: Data Entry Clerk



TITLE: DATA ENTRY CLERK

LEVEL: GRADE 7 \$13.21hr – \$19.09hr

DEPARTMENT: ASSESSORS' OFFICE

FUNCTION: Operates computer equipment to produce complete and accurate data reports. Administers databases for department as assigned.

SUPERVISION RECEIVED: Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Monitors and controls electronic computer to process business or other data according to operating instructions. 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 all records and reports for review. May develop operating methods to process data; assists in the development of useful computer programs. Keypunches and edits; assists general public, office staff and City employees. Provides clerical support to the department as required.

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

**KNOWLEDGE:** High school diploma or GED equivalent. Duties require working knowledge of Excel, Access, Word. Knowledge of office administration. Equivalent of two to three years' experience in computer operations, literacy and programs.

**WORK ENVIRONMENT:** Work is performed in an office setting, spending extended periods on computer, telephone or other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc. 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.

**PHYSICAL DEMANDS:** Ability to access, input and retrieve information from a computer. Answers telephones and maintains multiple files. May require minimal lifting of up to ten pounds. General office environment. Noise level can be high when office is active with phone calls and walk-in customers. Reasonable accommodations may be made to enable individuals with disabilities to perform 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.

To apply: **<http://www.newbedford-ma.gov/Personnel/employ.html>**