

DATA BASE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a non-production data entry position requiring accuracy rather than speed in the operation of a micro-computer or data entry machine. An incumbent in this class manipulates an alphanumeric keyboard to transcribe data from source documents into a computer to create or modify computerized records. Incumbents may be responsible for the collection of monies and for accounting for monies received and for keeping related records. The incumbent also performs a variety of routine clerical tasks. Work is performed under direct supervision following well defined and structured procedures. Supervision over the work of others is not normally a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Scans source documents, and, in accordance with specific program instructions, enters selected data to create computerized files by manipulating the alphanumeric keyboard of a personal computer or computer terminal; Compares transcribed data with source documents and corrects any errors; Locates proper data files and makes changes, additions or deletions; Manipulates information in the data base to generate listings and reports; Answers telephones and gives out routine information; Performs a variety of routine clerical tasks such as sorting, indexing, filing, copying, collating and disseminating correspondence, records and reports; May act as a receptionist by greeting the public and scheduling appointments; May perform incidental typing; May operate printer, typewriter, copier or other office equipment; May receive monies by mail or in person and verify amount received; May keep records related to the monies received.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; Working knowledge of the theory and practices of data entry; Ability to operate a data entry machine or personal computer accurately and at an acceptable rate of speed; Ability to perform close detailed work involving considerable visual effort; Ability to visually make comparisons and identify errors; Ability to follow verbal and written instructions; Ability to operate basic office equipment; Clerical aptitude; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience, which shall have included six months of experience in typing or in the operation of a micro-computer or data entry machine.

NOTE: Formal training in typing or in the operation of personal computers or data entry machines may be substituted for the six months experience in the operation of these machines.

Adopted 7/14/92

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