

## DATA ENTRY CLERK

GENERAL STATEMENT OF DUTIES: Performs complex clerical duties requiring knowledge of department policies and procedures. Performs extensive data entry which requires thorough knowledge of computer operating system; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of administrative employee, who assigns tasks and checks work through observation of work methods and review of reports and correspondence.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of positions in this class but an incumbent is expected to assist in the training and orientation of new employees.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Makes departmental files and index cards.
2. Enters pertinent information into computer system (including date report received, child's name, address, telephone number, parents name and address, date incident occurred, police agency, case number and officer, charge(s), victim name(s) and address(es), legal documents, dispositions, detention/custody information). This information generates child's case history which then can be accessed by department employees. Also generates monthly and/or year-to-date statistical reports, counselors caseload activity and detention statistics.
3. Prepares or completes forms and documents of standardized format, inserting appropriate specific information.
4. Answers telephone; refers callers to proper source.
5. Confers with the public in the office or over telephone, answering inquiries and obtaining information from callers for entry into forms and records. Give/mail out appropriate forms if necessary.
6. Files legal and miscellaneous paperwork.
7. Operates a variety of office machines including xerox, personal computer, fax, shredder, and typewriter.

8. Completes other tasks as assigned and time permits.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures; skill in typing rapidly and accurately; ability to understand and follow complex oral and written instructions; ability to establish and maintain harmonious working relationships with other employees and the public.

EXPERIENCE AND TRAINING: Two years of experience in clerical work of a progressively responsible nature; graduation from high school, including or supplemented by courses in typing and data processing; or any satisfactory equivalent combination of experience and training.