SENIOR DATA ENTRY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the input of data with primary focus on schools & district accountability data including, but not limited to, dropout and graduations rates and students with disabilities. Work is performed under the supervision of the Director's of Attendance & Pupil Services and Special Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enter and supervise the data input into student management systems;
Enforce standards & procedures of the student management system;
Confer with technical staff when errors require a change in instructions;
Troubleshoot errors in the student management system;
Analyze student data for state requirements;
Manage data elements for unique student I.D.;
Consult with Programmers & Data Processing Coordinator to build various reports;
Maintain student records for reporting to various agencies and departments;
Prepare & maintain documents;
Assist with transportation procedures;
Assist with various clerical duties including, but not limited to, payroll, purchase orders, electronic filing, answering phones and correspondence;
Take responsibility that all work is completed on a timely basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of an electronic data processing system;
Good knowledge of hardware operations scheduling, job control language, use of system commands and job execution;
Ability to read and interpret instructions relating to data coding and the execution of computer programs;
Ability to communicate effectively, both orally and in writing;
Ability to operate a data entry device at an acceptable rate of speed and accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in word processing and electronic spreadsheets; or
(b) Two years of clerical experience in a position primarily involving data entry on a personal computer; or
(c) An equivalent combination of training and experience within the limits of (a) and (b).