POSITION DESCRIPTION

TITLE: Computer Data Entry Clerk
LOCATION: Maintenance
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance

SUMMARY STATEMENT:
Under the supervision of the Maintenance Manager, the Computer Data Entry clerk provides computer data entry for the Maintenance Department and performs other light clerical duties.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Answer and direct incoming calls and/or respond to inquiries from the staff and the general public.
3. Interpret and enter data for computer applications as required for the Maintenance Department.
4. Perform light typing when necessary, including forms, route books, reports, and short memos.
5. Perform filing duties.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Hearing (66-100%) Speaking (66-100%)
Writing (66-100%) Standing (33-66%) Acceptable Attendance
Sitting (33-66%) Bending (Up to 33%) Pushing (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%) Lifting/Carrying up to 50 lbs. (33-66%) Pulling (Up to 33%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%) Written Communication (66-100%) Problem Solving (66-100%)
Constant Interruptions (66-100%) Multiple Concurrent Tasks (66-100%) Math (66-100%)
Verbal Communication (66-100%) Customer Contact (Up to 33%) Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, 10-key calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
Testing may be required.
1. Light typing/keyboarding (35-50 wpm).
2. A minimum of one year of computer data entry experience, or equivalent training.
3. Demonstrated ability to perform on the computer using Windows environment and related applications.
4. Demonstrated ability to communicate effectively with staff and the general public.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
7. Must possess basic math skills.
8. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
9. Demonstrated ability to problem solve.
10. Demonstrated ability to work independently.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**varied**  
**Days Per Year (Includes Holidays)**  
8 **Hrs. Per Day**

PSE: _______________________________  
Date: ________________

District: ____________________________  
Date: __________________

**New**  
**Revised Date:** 09/30/2004  
**Classification:** Clerical  
**Class:** Class I  
**Display on Web?** Yes

**Computer Data Entry Clerk**