

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Data Entry Operator

**CLASS CODE:** 1312

#### GENERAL DESCRIPTION OF DUTIES:

Incumbents enter data to computer records and query and retrieve data.

#### DISTINGUISHING CHARACTERISTICS:

This is an entry-level clerical classification in the Data Processing Series – Data Entry Group job family within the City of St. Louis. Incumbents perform a limited variety of routine duties. The distinguishing characteristics of this classification within the series include responsibility for entering data to computer records. Employees within this classification spend the vast majority of time in performance of data entry functions.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

#### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Enters data to computer records from various source documents using a computer terminal or personal computer.

Queries and retrieves data from computer system.

Generates forms from computer system.

Proofs data and corrects errors in computer and hardcopy.

Answers telephone calls from the public and provides information or refers to appropriate person or agency.

Interacts with computer programs by responding to on-line messages and correcting errors.

May perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to compile, assemble, copy, record and/or transcribe data and information according to a prescribed scheme or plan.

**Human Interaction:**

Requires the ability to explain, demonstrate and clarify to the public and co-workers within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer terminal, telephone, printer and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference and descriptive data and information such as maintenance forms, plats, computer printouts, correspondence and general operating manuals.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:**

Requires the ability to carry out detailed but uninvolved written and oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

**Situational Reasoning:**

Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting and carrying platbooks and other office objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of shapes to clearly distinguish objects and sounds to communicate with others.

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