

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

|                    |                               |
|--------------------|-------------------------------|
| Job Title          | <u>Data Entry Clerk</u>       |
| Sch.& Grade        | <u>PAT-3</u>                  |
| Class Code         | <u>FD06</u>                   |
| FLSA Status        | <u>Non-Exempt</u>             |
| Bargain Unit Elig. | <u>AFSCME</u>                 |
| Occupational Group | <u>Administrative Support</u> |

**PRIMARY PURPOSE:**

Serves as data entry specialist performing data entry work and providing general clerical support.

**SUPERVISION:**

Under direct supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Receives information and data from a variety of sources for preparation and entry into various computer and records management systems. Operates data entry equipment, including personal computers.
2. Coordinate, catalog, data entry, scan, and retrieve information from a variety of data sources.
3. Transcribes data from source documents onto various media, such as hard drives, diskettes, etc.
4. Performs key verification processes and data source transcription.
5. Performs data entry for financial transactions, research information, a wide variety of program specific data, etc., depending on departmental assignment.
6. Verifies completeness and accuracy of work by proofreading, balancing transactions, etc.
7. Reads, understands, and interprets city maps, accident diagrams, written reports, forms, etc., as required for certain departmental assignments.
8. Maintains written and computerized document files as required.
9. Sorts data according to appropriate organization methods before entering into computerized system.
10. Picks up and delivers computerized reports and documents as necessary.

**IMPORTANT FUNCTIONS:**

1. Operates general office equipment such as copiers, FAX machines, etc.
2. Performs clerical functions in assigned department, such as answering the phone on an as-needed basis.

*Performs related work as required.*

## **QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

### **Knowledge**

Computer software applications; basic math skills, including addition, subtraction, multiplication and division; modern office practices and procedures.

### **Abilities**

Type accurately at a minimum rate of approximately 50 words per minute and/or pass appropriate data entry testing as applicable; possess and demonstrate a strong attention to detail; maintain a high level of confidentiality; utilize necessary computer equipment to complete data entry; follow oral and written instructions; read, understand and interpret information, maps, diagrams, forms, and written reports, as assigned; deal effectively and courteously with associates and the general public; present an overall professional image; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

### **Experience, Education, and Training**

One year of computer experience utilizing a computer for data entry, office operations, or other related work is required.

### **Physical Requirements**

Performs bending, squatting, sorting, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 40 pounds, as required; must be able to hold and grip objects; sits for long periods of time; must be able to operate a computer keyboard and mouse.

### **Working Environment**

Works primarily indoors with heating and cooling regulated; may be subjected to extreme weather conditions when making deliveries or pick-ups assigned by some departments.

### **Licensing/Certification**

Assignment to some departments may require individuals to possess a valid Missouri Motor Vehicle Operator's License.

### **Miscellaneous Requirements**

Assignment to some departments may require individuals to provide use of own vehicle. Assignment to Police Department requires non-traditional work schedule including weekend work as well as successful completion of a comprehensive security background check.

|                       |                   |                                   |
|-----------------------|-------------------|-----------------------------------|
| <b>Last Revision:</b> | February 9, 2012  | <b>GENERAL ORDINANCE NO.</b> 3391 |
| <b>Comments:</b>      | Updated Abilities | <b>Date:</b> February 1983        |

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_