VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA ENTRY CLERK

BASIC FUNCTION:
   Under the direction of the Director-Child Nutrition Services, operate on-line terminals related to student and other data processing reporting applicable to Child Nutrition Services.

REPRESENTATIVE DUTIES:

   Classify code, enter and verify a variety of student and other data processing transactions; process and enter student application. *E*

   Contact schools and departments to gather and verify data received on applications. *E*

   Post daily sales income; contact schools to clear discrepancies. *E*

   Run monthly edit reports, fix discrepancies. *E*

   Prepare reports using database as requested. *E*

   Receives accounting, statistical, and program coding source information. *E*

   Enters information using video display terminals. *E*

   Maintains and updates a variety of documents and insures the accuracy and completeness or input instructions. *E*

   Prepares and monitors date for input. *E*

   Types letters, reports, and memoranda from rough copy of source data. *E*

   Compiles information and prepares reports as needed. *E*

   Operates a variety of peripheral data processing equipment as needed. *E*

KNOWLEDGE AND ABILITIES:

   KNOWLEDGE OF:
   Modern office practices, procedures and equipment.
   Operation of a computer terminal and data entry techniques.
   Basic record-keeping techniques.
   Correct English usage, grammar, spelling, punctuation and vocabulary.
   Telephone techniques and etiquette.
   Word, Excel, Publisher
   Understanding of various software applications used in the department.

ABILITY TO:
Operate a copier, computer, typewriter and multi-line telephone system.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Communication effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by courses in typing, data entry, and/or programming, and three years of data entry experience using terminal equipment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to assure complete and accurate reports and letters.
Sitting or standing for extended periods of time.