Data Entry Operator I
Job Code: 163007

Grade: TC
OT Eligible: Yes
Comp Approval: 9/26/2008

JOB SUMMARY:
Codes and enters data into a computer system or database and verifies the accuracy of the data entered.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

Codes and enters data into a computer system or database via a monitor or keyboard. [ ]
Corrects and updates database(s). [ ]
Verifies the accuracy of data entered. [ ]
Generates routine computer reports and/or printouts. [ ]
Performs related clerical duties. [ ]

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High school or equivalent
Combined experience/education as substitute for minimum education

Minimum Experience:
6 - 12 months

Minimum Field of Expertise:
General office including keyboard skills.

Preferred Field of Expertise:
Data entry

Skills: **Administrative:**
- Input data
- Maintain filing systems

Skills: **Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
May oversee student and/or temporary workers.

**SIGNATURES:**

Employee: ___________________________ Date: ______________________

Supervisor: ___________________________ Date: ______________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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