# DATA ENTRY OPERATOR

## JOB DESCRIPTION

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| **DIVISION**: Leadership and Planning | **GRADE:** White Collar - Level IV |
| **DEPARTMENT:** Local School or Department | **WORK DAYS:** 206/248 |
| **REPORTS TO:** Principal/Director or Designee | **FLSA STATUS:** Non Exempt |
| **ESSENTIAL PERSONNEL:** No | |

| **POSITION SUMMARY** |
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| To maintain essential records fundamental to the management of the School or Department. |

| **MINIMUM REQUIREMENTS** |
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| High school diploma or equivalent |
| **CERTIFICATION:** N/A |
| **WORK EXPERIENCE:** Data Entry experience |
| **PREFERRED QUALIFICATIONS** |
| • Ability to meet and interact with the public<br>• Proficiency in the use of computers and specific software. Knowledge of basic office equipment<br>• Skill in operating a computer workstation<br>• Skill in analyzing computer data<br>• General working knowledge of school district<br>• Ability to perform numerous clerical tasks and complete repetitive duties without close supervision<br>• Ability to work alone or as part of a team<br>• Good oral and written communication skills<br>• Ability to maintain accurate records<br>• Good organizational skills |
| **SUPERVISES** |
| N/A |
| **ESSENTIAL DUTIES** |
| • Support CTE Assessment testing<br>• Support Guidance Counselor/Assistant Principal of Assessment<br>• Mail reports, contact/phone verifications<br>• Generate grade reports<br>• Transmit and receive transcripts electronically<br>• Interpret graduation requirements and cumulative record data to verify correct assessment for students<br>• Provide clerical support when necessary<br>• Perform other duties as assigned<br><br>**Professionalism:**<br>• Demonstrates prompt and regular attendance<br>• Maintains confidentiality in all district matters<br>• Models ethical behavior and displays leadership qualities<br>• Effectively communicates a team attitude |

**BOARD APPROVED: 11/17/2020**

**Working Conditions**: Normal office and school environment and /or classroom environment.
**Physical Demands**: Routine physical activity associated with normal office and school environment.
**Light Work:** Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently
**Vision**: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
**Hearing**: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
**Speech**: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
**Upper Body Mobility**: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
**Environmental Conditions**: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
**Minimum mental requirements**: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

***This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.***