

UNIVERSITY OF ARIZONA
DEPARTMENT OF HUMAN RESOURCES
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

JOB CODE: 73031

TITLE: Data Entry Specialist

IT PAY BAND: B01

FLSA: Non-Exempt

Purpose of Classification:

Reviews, verifies, codes and enters data from source materials. Identifies and reconciles data input discrepancies. Extracts and compiles information from databases to produce reports.

Distinguishing Characteristics:

This is the first in a series of two classifications. It is distinguished from the Data Entry Supervisor which supervises the staff and operations of a data entry unit.

Example of Duties:

- Reviews and verifies source materials to determine accuracy and completeness of information; follows up to correct or complete data. Compiles, sorts and counts data to be entered.
- Codes and/or corrects codes of input data as needed.
- Enters and records data from electronic and hard copy source materials into system(s) using an electronic keyboard or optical scanner. Updates records by deleting, changing, merging or adding data to files.
- Verifies entered data ensuring accuracy. Identifies and reconciles routine and complex data input discrepancies. Deletes data entry errors and enters corrections.
- Extracts and compiles information from databases to produce routine and specialized reports. Disseminates reports according to established procedures.
- Logs and monitors physical location of source documents.
- May provide assistance and guidance to other data entry staff.

Knowledge, Skills and Abilities:

- Knowledge of basic computer operations.
- Knowledge of relevant systems and procedures.
- Skill in using an alphanumeric keyboard.
- Skill in reviewing, proofing and verifying data.
- Skill in extracting and compiling information from databases.
- Ability to communicate effectively verbally and in writing.

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Minimum Qualifications:

- One year of experience entering data using an alphanumeric keyboard and verifying/proofing entered data, including 6 months of experience reconciling complex data entry discrepancies; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09