

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Data Entry Operator	5657	CSM	8/24/98

Purposes

To perform journey level data entry functions for the assigned department in a manner to ensure the integrity of the database.

Responsibilities

85 % Enters and verifies basic and complex data into a specified database using personal computers or other equipment in an accurate manner while meeting data entry standards set for the work group. Typically included are the following tasks:

- (1) preparing the source material for input;
- (2) entering the information using a keyboard or other device;
- (3) verifying the information previously entered;
- (4) ensuring the completeness and validity of the source information;
- (5) monitoring input data, and finding and correcting errors; and
- (6) running standard and special reports.

Incumbents are required to meet data entry standards determined for the work group which may include a set number of entries per hour or day while meeting specific accuracy guidelines. (Specific work group standards for the position are an integral part of this job description and are to be attached to it when submitted by the department.)

5 % May analyze, interpret, and verify the data from the original source material including contact with individuals to obtain answers to questions about the information.

5 % Receives training on the various systems used in the work group's data entry processes.

5 % Performs other related duties as required (excluding secretarial work).

Qualifications

This is a journey level position requiring previous data entry.

Must meet and maintain the minimum data entry and accuracy requirements specified by the department for the work group.

Manual dexterity and the ability to concentrate over long periods of time are required.