JOB DESCRIPTION

Job Title:
Data Entry Operator

PRIMARY FUNCTION

The primary function of the job is to key and key verify data from hand written and printed documents into computer terminals and to key information into the on-line Student Administration.

MAIN RESPONSIBILITIES

1. Process handwritten and printed documents by:

   - keying data computer terminal
   - receiving batched staff attendance sheets from Data Control and keys data eg: batch number and payroll date, location number for each attendance sheet and specific data such as S.I.N., group code i.e. TA, TE, work day and absence codes as indicated
   - contacting payroll by phone or returning form with note to clarify matters such as: absence code missing, personal day off code used more than twice, .75 day off indicated (can only be 1 or .5) number of days off not indicated etc.
   - utilizing the appropriate data entry format (payroll has 9 different formats) to ensure efficiency eg: format 7 – when TE is absent and supply teacher is used; format 9 duplicates S.I.N., absence code, 1 day off, location S.I.N. for supply, therefore only dates of absence and workdays of supply have to be entered etc.
   - accessing the on-line H.R. System to obtain information that is missing on attendance sheets eg: S.I.N. etc.
   - keying in purchase orders eg: valid account number; tax code (calling Accounting or returning form in case of wrong numbers or codes), description of item etc.

- accessing the online Student Administration System to make the specified changes eg: new admissions – name, address, class, catholic, names of parents, D.O.B. etc.; pre-registration; re-admit; transfer etc.

2. Verifies data keyed by other Data Entry Operators by:

   - opening appropriate batch in verify mode and re-entering the entire job
   - correcting errors (terminal buzzes when there is a discrepancy between what is being entered and what was entered) as necessary
   - ensuring that the initial entry of data was with the correct 'format' eg: format 5 error for payroll data does not allow for change in supply teacher
   - copying all verified data onto disc and delivering to Data Control

3. Corrects inaccuracies identified through payroll edit reports by reviewing corrections with Data Control Clerks, identifying the appropriate batch and making the appropriate changes.

4. Assists the Data Control Clerks, as required.

5. Perform other related duties as assigned or required.

SKILL

- Secondary School Diploma or equivalent. 3 month data entry course. Keyboard skills
- 3 - 6 months related experience

EFFORT

- Complexity of the job is in selecting the appropriate format for any job. Complexity in deciphering handwritten documents and deciding what the writing likely states
- Visual concentration to enter data. Hand and finger dexterity to key data (90%+). Required to sit all day.

RESPONSIBILITY

- Independence of Action in revising the data entry schedule to adapt to changing circumstances. Accountable for keying and verifying the daily jobs.
- Excessive errors in data entry would result in the verifying and correcting of data to take longer than usual and could result in the daily work load not being completed. Inaccuracies when working on the online Student Administration System would be caught by either Student Data Department or the School and would result in delays.

- Contacts with Student Data, Payroll, Accounting, Data Control in the performance of duties.

WORKING CONDITIONS

- Open area concept work space, repetitive work, request to sit for long periods of time
- Stress from deadlines

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