JOB DESCRIPTION

Data Entry Supervisor

**Definition of Class**
The incumbent in this job class supervise, coordinate, and participate in the operation of the data entry section, ensuring that the work is performed in an accurate and timely fashion. Reports to the departmental supervisor.

**Examples of Work Performed**
Supervises, coordinates, and participates in the operation of the data entry section, ensuring that work is performed in an accurate and timely fashion.

Enters data utilizing computer terminals from various types of source documents.

Maintains assigned records and ensures that specified reports are received and distributed to appropriate personnel.

Plans and schedules work for the group, ensuring proper distribution of assignments; recommends various personnel actions including hiring, merit recommendations, vacation schedules, and promotions.

Ensure the availability of adequate supplies required for the data entry function; contacts maintenance personnel when required for the correction of mechanical problems.

Solves any problems or difficulties that arise in the scheduling or completion of work.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and participates in the entering of data using computer operators.
2. Prepares and maintains various records and reports.
3. Coordinates and participates in the operation of the data entry section.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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