JOB DESCRIPTION

Senior Data Entry Operator

Definition of Class
The incumbents in this job class operate computer terminals to enter data from various types of source documents. Incumbent may provide guidance and direction to others involved in the data entry functions. Responsible for reporting to the departmental supervisor.

Examples of Work Performed
Operates computer terminals to enter data from various types of source documents.

Operates office equipment while performing ancillary duties.

Verifies entries to ensure accuracy; locates and corrects designated types of errors and balances entries.

Maintains certain departmental records.

Relieves supervisor of routine tasks.

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. Operates computer terminals to enter data.
2. Verifies entries to ensure accuracy.
3. Maintains records.

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 10 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.

**Experience/Educational Requirements:**

**Education:**
High School Diploma 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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