JOB DESCRIPTION

Data Entry Operator

Definition of Class
This is a non-supervisory position in which the incumbents in this job class operate computer terminals to enter or monitor data from various types of source documents. The incumbents are responsible for providing daily maintenance and coding for software that collects and stores information.

Examples of Work Performed

Operates computer terminals to enter data accordance to prescribed procedures.

Verifies entries, summaries, and batch totals to ensure accuracy; locates and corrects designated types of errors.

Assists personnel utilizing data entry services in resolving problems arising from the data entry function; answers questions concerning the data entered and maintained if in area of assigned responsibility.

Enters data from many types of source documents, some of which have not been specifically coded for the data entry function.

Assists in the generation of data reports, records, statements, and related documents when necessary.

Monitors social media.

Provides monthly or quarterly reports as needed from the requested department.

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. Enters, monitors, and validates data from various sources.

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: Requires the ability to perceive the nature of objects by the eye.
Near Acuity: Clarity of vision at 20 inches or less.

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. The incumbent is occasionally required to reach with hands and arms.

Experience/Educational Requirements:

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

AND

Experience:
One (1) year 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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