

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE RECORDS DATA SPECIALIST - 1575

NOTE: formerly DATA ENTRY OPERATOR

DEFINITION:

Under general supervision, to enter and update data from a variety of source documents using online terminals in a production-oriented police data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other classes which may also enter and/or update data in computerized files. Police Records Data Specialist positions are located in a centralized police data entry section and incumbents are required to perform high volume data entry work in accordance with established production standards. Positions classified at this level may be underfilled with the classifications of Clerical Assistant I and Clerical Assistant II in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Operates online data entry terminals with a standard data entry keyboard and/or a data entry programmed PC keyboard to prepare, enter, and update data from a wide variety of source documents;
- Utilizes numerous data entry routines;
- Verifies entered data by re-keying specific input fields;
- Performs related data entry work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time production experience entering alpha/numeric data utilizing a reverse 10-key data entry keyboard and/or a data entry programmed keyboard.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.