

July 1, 2010

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 on-line 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 under-filled with the classifications of Clerical Assistant I and Clerical Assistant II in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Operates on-line 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 Announcement for updated minimum qualifications.

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.