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.