

SUPPLEMENTAL JOB DESCRIPTION

Classification: Data Entry Operator II
Position Title:
Position Number: TMPPT4270

Function Code: 3032-077
Date Established: 08/23/2013
Date of Last Amendment:

SCOPE OF WORK: Responsible for clerical duties in the Accounting Bureau.

ACCOUNTABILITIES:

- Enters data from reports into computerized database, spreadsheets, and other software programs.
- File and maintain files for the Accounting unit.
- Compiles information for projects as needed
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D. or its equivalent, including or supplemented by a course in typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of clerical experience, including three months of operating data entry equipment.

License/Certification: None required.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Tina Demers, Business Administrator II #14333

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld

9-3-13

Division of Personnel

Date Reviewed