



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Data Entry Operator II
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	302
<b>Reports to:</b>	Supervisor, Data Entry
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

The Data Entry Operator II will perform duties required to key data into the computer system in an expedient and accurate manner.

**Essential Functions:**

- Enter alphabetic, numeric or symbolic data from source documents into computer following format displayed on screen
- Compare data entered with source documents to detect errors
- Delete incorrectly entered data and re-enter correct data
- Distribute and write work in book when needed
- Answer phone, determine nature of call and direct caller to proper destination or individual
- Retrieve tape drive from Memorex
- Answer and respond to help desk inquiries
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to learn assigned clerical tasks within a reasonable time and to adhere to prescribed procedures

**Experience:**

- Minimum of one year of job-related experience
- Additional specialized training

**Education:**

- High School Diploma or its Equivalent (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**



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- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee Date Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***