

Code: 1416

Title: DATA ENTRY SPECIALIST

**SUMMARY:** Enters, codes, verifies and updates data from source documents using an automated data entry system and performs related work.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Interprets, codes, classifies and enters information from a variety of source documents into an automated data entry system;

Identifies missing documentation needed to complete data entry processes and researches missing data including court, legal, medical or departmental specific records;

Prioritizes flow of work into automated data entry system to insure that time constraints and legal or regulatory requirements are met and that appropriate steps in a process are complete;

Reviews source documents to determine completeness and accuracy of information to be recorded;

Researches historical information to verify and/or make corrections to records;

Verifies the accuracy and completeness of data entry made by other personnel and determines and documents causes of repeated errors;

Issues and quashes warrants in law enforcement and court computer systems;

Trains personnel in data entry, coding and quality control procedures;

Assists in the development of new operating procedures and/or streamlining existing procedures and makes changes to master files.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and techniques of data entry in alphabetic and numeric data entry systems;
- principles of troubleshooting, researching, prioritizing, verifying accuracy and applying source materials;
- techniques involved in the adaptation of office procedures to data entry systems;
- effective communication and training techniques for area of assignment.

Skill in:

- use of alphabetic and numeric data entry equipment and systems applicable to area of assignment;
- organizing, examining, revising, verifying and entering data;
- principles and application of arithmetic calculations;
- training support staff in data input and verification procedures;
- communicating effectively.

**MINIMUM QUALIFICATIONS:**

EITHER

(1) Two years of experience in data entry, including at least one year of experience coding and verifying information.

(Completion of a Data Entry Operator Certificate from an accredited technical or vocational school may substitute for one year of the aforementioned data entry experience.)

OR

(2) Two years of experience as an Office Support Level III with Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period. Failure to maintain required certification or licensure shall be grounds for termination.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph test, and/or pre-/post-appointment drug-testing by law enforcement agencies due to the need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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