DATA BASE CLERK

LOCATION: Tioga Co. Departments, Tioga Co. School Districts
CLASSIFICATION: Competitive
SALARY: CSEA - Salary Grade IV (County); Schools vary by location
ADOPTED: 8/95; Revised 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is routine office work responsible for the operation of a data entry machine or computer terminal in entering and verifying data for computer use. This is a non-production data entry job with greater emphasis on accuracy rather than speed. Additionally, incumbents perform routine clerical tasks. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in the completion of ordinary tasks. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates a computer terminal or data entry machine to enter and retrieve data;
- Compares transcribed data with source documents and corrects any errors;
- Locates proper source data files and makes changes, additions or deletions;
- Cleans and maintains the computer terminal or data entry machine and related equipment;
- Answers telephone and gives out routine information;
- Performs routine clerical tasks such as sorting, indexing and filing of office records;
- Maintains routine agency records and reports;
- Operates photocopier, fax machine and other office machines;
- Makes arithmetical computations and compiles simple statistical reports;
- May collect fees and accounts for moneys received;
- May operate radio equipment to transmit information to employees in the field;
- May prepare teletype messages for transmission when the position exists in a police department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry; skill in operating a data entry machine or computer at an acceptable rate of speed and accuracy; ability to follow verbal and written instructions; ability to use basic office equipment; clerical aptitude; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and **EITHER:**

a. Six months of full-time data entry experience or its part-time equivalent; **OR**

b. Completion of a course in data entry machine operation or computer software use.