

JOB COST DATA ENTRY OPERATOR
SENIOR JOB COST DATA ENTRY OPERATOR

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DEFINITION

Operates office computers to perform activities demanding accuracy in updating and verifying data entered into the Business Tools for Schools system (BTS). A Senior Job Cost Data Entry Operator participates in and gives work direction related to Job Cost actions performed by Job Cost Data Entry Operators and other clerical employees.

TYPICAL DUTIES

Keys and enters data into a computer from a wide variety of source documents.
Collects time report data from daily time source documents, reviews for accuracy, classifies, and arranges time records in priority order; and enters data into the computer.
Coordinates resolution of data entry errors in BTS.
Operates an office computer to enter payroll/job cost data into BTS.
May operate other office equipment, such as scanning machines and copy machines.
May answer telephones, make inquiries, relay messages, file source documents, and provide other clerical assistance.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Job Cost Data Entry Operator operates an office computer to input data into BTS.

A Senior Job Cost Data Entry Operator participates in and directs activities of Job Cost Data Entry Operators by providing work direction regarding Job Cost operations.

An Office Technician performs a variety of clerical duties ranging from entry level to those requiring the exercise of judgment based on training and experience.

SUPERVISION

A Senior Job Cost Data Entry Operator exercises work direction over Job Cost Data Entry Operators. General supervision for both classes is received from an administrator or higher-level personnel; technical direction of data entry is received from representatives of the BTS Team. Both classes may exercise work direction over lower-level employees as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Routine data processing capabilities
Data key entry practices and procedures
Spreadsheet and email computer software programs

Ability to:

- Comprehend and execute tasks from written and oral instructions
- Maintain high levels of productivity and accuracy
- Compile numerical records and make arithmetic computations
- File accurately
- Utilize various computer applications such as spreadsheet and email computer software programs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Job Cost Data Entry Operator:

Six months of experience in operating an office computer and associated peripheral equipment, or one year of general clerical experience. Experience with work or job orders processes and time reporting is preferable.

Senior Job Cost Data Entry Operator:

One year of experience in operating an office computer and associated peripheral equipment, or two years of general clerical experience. Experience with the District's Integrated Financial System (IFS) and Business Tools for Schools system (BTS), work or job orders processes, and time reporting is preferable.

Special:

Some positions may require a valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK