



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Data Entry Clerk I	Job Code:	6007200	Job Grade:	05
Reports To:	Supervisor	Pos. No:	Various	SIC Code:	9311
Department:	Various	Loc. Code:	Various	FLSA Code:	N
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, or D	EEO Code:	F01

Summary of Functions: Performs directed routine support tasks utilizing data entry terminals and/or word processing software, verifies and correct entries, maintains records and performs general support duties as assigned. Works within a well-defined framework of policies and procedures, under immediate supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Inputs, accesses and processes data, reviews data for accuracy/completeness; verifies and corrects errors.	60	E
2. Performs general office duties to include alphabetizing, indexing, proofing, verifying and maintaining department correspondence, documents, materials and files.	15	E
3. Interacts effectively with the public or other departments by answering routine inquiries and processing requests for information.	10	E
4. Processes and distributes departmental correspondence, documents and materials to appropriate persons, agencies and organizations.	10	E
5. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 25 wpm or 50 kspm. Candidates for all clerical, administrative and/or secretarial positions will

be required to take and pass at least one skill(s) test(s) which will be determined by the Elected Official or Department Head based on the position and the operational needs of the department. Testing may include one or more of the following: 10-key, Coding, Data entry, Filing, Grammar, Math, MS Excel, MS Word, Proof Reading, Spelling, Sorting, Timed Typing (3 minute). Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships and provide excellent customer service to other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift files, boxes, and other materials up to 25 pounds, unassisted.

Hay Points/Point Factor:

HS12=100, E0=5, VM1C=15, PD1C=15, WH1B=10, WE1C=5, IC1C=25, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL: 210

Supervisor's Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 5/2003 _____

Approved by Civil Service Commission on _____ Date 6/16/2003 _____

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.