



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Data Entry Clerk II	<b>Job Code:</b>	600060	<b>Job Grade:</b>	06
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C or D	<b>EEO Code:</b>	F01

**Summary of Functions:** Performs a variety of standardized support tasks utilizing data entry terminals and/or word processing software; types routine correspondence, materials, forms and reports; performs data entry and account maintenance; and performs other support tasks as assigned. Works within a well-defined framework of policies and procedures, under moderate supervision.

**Management Scope:** N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Enters and maintains accurate data and records in various database systems, reporting software systems or spreadsheets.	40	E
2. Types routine correspondence, forms, schedules, materials and reports and ensures accuracy in spelling, grammar, punctuation, content and composition.	20	E
3. Generates, prepares and distributes materials, reports and correspondence.	10	E
4. Performs general office duties not limited to answering telephones, greeting clients, assisting the public with information, sorting, filing, maintaining inventory/office supplies, and photocopying.	10	E
5. Types, prepares and processes requests, requisitions and orders.	10	E
6. May accept, track and distribute monies.	05	E
7. 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. Two (2) years of job related experience or 30 hours of college or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 30 wpm or 60 kspm, with knowledge of computer applications and standard word processing software. 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 with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting and standing and ability to lift files, boxes, and copies up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL=235

Supervisor 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.