

**Leon County Public Schools
Classification Specification**

Salary Grade 32

Summary Information:

Classification Title: Data Entry Operator

Date Prepared: 08/2004, 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

645	Data Entry	Enter data.
647	Data Processing Forms	Code registration, student change, teacher information, grade, attendance and other forms for data processing. This activity includes reviewing completed forms for accuracy and completeness.
646	Data Inquiry/Access	Use computer terminals to access data.
020	Reception Services	Receive and assist all persons who come into the office.
026	Telephone Operation	Receive, make or transfer telephone calls.
030	Facsimile Operation	Send and receive facsimiles.
022	Filing	Set up and organize files and manuals; count and alphabetize Reception records; keep files up-to-date; distribute as needed.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School Diploma or equivalent with no related experience required

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 08/2004, 07/01/2003