

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

REVISED

SECRETARIAL AND CLERICAL
4071- Data Entry Operator

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JOB TITLE: DATA ENTRY OPERATOR

REPORTS TO: Accountant

NATURE AND SCOPE OF JOB:

QUALIFICATIONS:

The Data Entry Operator shall:

1. Have earned a high school diploma or equivalent.
2. Have a high proficiency in word processing and Excel spreadsheets.
3. Excellent organizational skills with the ability to drive multiple tasks/initiatives simultaneously.
4. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications; attention to detail and accuracy are key.
5. Demonstrate the ability to use computers for word processing, data management, and telecommunications
6. Have a working knowledge of basic office procedures and the operation of common office equipment and machines.
7. Have three years of experience as a secretary or specialist.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

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12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Secretary Data Entry Operator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Secretary Data Entry Operator shall:

1. Prepare and/or maintain digital records of staff attendance and enter data from submitted forms.
2. Prepare attendance reports and reconcile manual and digital reports monthly and annually, specifically closeout report each June.
3. Provide office and clerical support to assist with the recording digital information using the school district's Information Management Systems, such as School dude, Edu met and AESOP.
4. Ensure all data conforms to district and state guidelines.

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5. Screen visitors and telephone calls, directing them to the appropriate person/department.
6. Obtain, gather, and organize pertinent data to include, but not limited to, utilities, capital projects, purchase orders, requisitions and invoices as needed.
7. Schedule appointments develop PowerPoint presentations and assemble material for meetings.
8. Complete data entry in multiple databases and assures alignment.
9. Answer non-routine and routine inquiries of a limited complexity including OPRA request.
10. Assist with the training of new employees.
11. Compose replies to routine correspondence.
12. Refer errors and irregularities to superiors.
13. Operate electronic and other equipment needed to carry out job functions and responsibilities.
14. Attend required meetings and serve, as appropriate, on staff committees.
15. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Protect confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Chief or designee, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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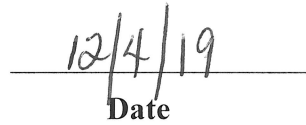
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EVALUATION:

The Chief Officer of Facilities and Custodial Services or designee shall evaluate the Secretary Data Entry Operator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.



Approved



Date