

JOB TITLE: DATA ENTRY OPERATOR

JOB DESCRIPTION:

This employee is responsible for entering data in the computer.

Duties of this position include but are not limited to:

1. Operating data entry equipment.
2. Preparing confidential data.
3. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Key punch, key-to-diskette, or data entry skills.
2. Functional literacy.

DESIRED QUALIFICATIONS:

1. Previous data entry experience.