Classification Specification:
Data Entry Operator

Classification Number: 12331
Effective Date: April 14, 2014
Pay Grade: 
Current Exemption Status: Nonexempt

Position Summary

Operates equipment to process or digitize materials for data entry or archiving. Provides general assistance in department as needed.

Essential/Primary Duties

– Processes documents and enters data into log.
– Processes materials as needed. (i.e., microfilm etc.).
– Prepares collections to be microfilmed by creating computer generated reports.
– Performs quality control on materials and/or documents for resolution and image quality. Enters data into log.
– Scans documents, enters data into index and then converts to appropriate format.
– Maintains equipment.
– Performs related job duties, as required.

Experience and Education

Experience
– No previous related experience required

Education
– High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of basic computer skills
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers

Supervisory Responsibility

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Providing Direction

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Responsibility for Student Workers

None