

# Classification Specification: Data Entry Operator

Classification Number: 12331                      Pay Grade:  
Effective Date: April 14, 2014                      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

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None