

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Sr. Data Entry Clerk **SALARY GRADE:** HU-08
DATE REVISED: December 01, 2014 **EEO CODE:** 05
JOB CODE: 9121 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to operate keyboards or other data entry device to enter data and/or reject data into the computer and verifying data and preparing materials for printing.

SUPERVISORY ACCOUNTABILITY: Has responsibility or authority which is limited to the direction of student or temporary workers.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students, and staff. External contacts may include vendors, consultants, and the general public.

PRINCIPAL ACCOUNTABILITIES: Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.

Compile, sort and verify the accuracy of data before it is entered.

Compare data with source documents, or re-enter data in verification format to detect errors.

Store completed documents in appropriate locations.

Locate and correct data entry errors, or report them to supervisors.

Maintain logs of activities and completed work.

Select materials needed to complete work assignments.

Load machines with required input or output media such as paper, cards, disks, tape or Braille media.

Resolve garbled or indecipherable messages, using cryptographic procedures and equipment.

Maintains knowledge of and complies with established policies and procedures.

Participates in professional development activities.

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Attends required meetings.

Assists with MIS functions to include but not limited to producing statements, reports, and computer operations.

Performs related work as required.

CORE COMPETENCIES: Knowledge of data entry techniques.

Skill in handling detailed work assignments.

Ability to read, comprehend and follow routine oral and written instructions in English.

Ability to be detailed oriented and follow established procedures.

Ability to communicate clearly.

Ability to input information quickly and accurately.

Ability to organize and reconcile data.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

MINIMUM REQUIREMENTS: High School diploma or GED and 1-3 years of general work experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management