

# AgriLife Classification Description

Last Updated: 4/17/02

0301  
DATA ENTRY OPERATOR I  
11/01/01

## *SUMMARY*

**General Description:** Operates a key entry device in the coding, entry, retrieval, and verification of information.

## *DUTIES*

**Typical:** Receives, sorts, and organizes data to be recorded; codes data; enters fiscal, statistical, registration, experimental inventory, Student Information Management System, and other data by means of a key entry device; checks and verifies the correctness and completeness of data entered; spends minimum of 75 percent of work day in operation of key entry device; performs routine clerical work, maintaining files or compiling simple reports; performs related duties as required.

## *SUPERVISION*

**Received:** Detailed initial instruction and frequent review from Data Entry Operator II, Data Entry Supervisor, or administrative supervisor.

**Given:** None.

## *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Vocational training in data entry operation.

## *EXPERIENCE*

**Required:** General office clerical experience.

**Preferred:** Use of data entry equipment.

## *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Use of data entry equipment.