

## AgriLife Position Description

Last Updated: 4/17/02

0302  
DATA ENTRY OPERATOR II  
11/01/01

### *SUMMARY*

**General Description:** Operates a key entry device or optical mark scanner using advanced specialized clerical skills to code, enter, retrieve and verify information.

### *DUTIES*

**Typical:** Receives, sorts, and organizes data to be recorded; codes data; enters fiscal, statistical, Student Information Management System, registration, experimental, inventory, and other data by means of a key entry device; checks and verifies the correctness and completeness of data entered; trains new Data Entry Operators I and instructs experienced operators in new procedures and work methods; assists Data Entry Supervisor in the determination of work priorities and in assigning the work to ensure scheduled completion; performs related duties as required.

### *SUPERVISION*

**Received:** General instruction and periodic review from Data Entry Supervisor or administrative supervisor.  
**Given:** Detailed initial instruction to and frequent review of Data Entry Operators.

### *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.  
**Preferred:** Vocational training in data entry operation.

### *EXPERIENCE*

**Required:** One year in the operation of data entry equipment.  
**Preferred:** Supervisory experience.

### *KNOWLEDGE, ABILITIES AND SKILLS*

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