Job Title: Data Processing Secretary
Reports to: Director of Data Processing/Information Systems
Dept./School: Information Services/Central Administration

Primary Purpose:
Under direct supervision, perform data entry including accounting, personnel, budget, demographics, or Public Education Information Management System (PEIMS) data; attendance; or grades into computer databases.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Proficient keyboarding, file maintenance, and 10-key skills
Ability to meet established deadlines

Experience:
Two years data entry experience

Major Responsibilities and Duties:

Records and Reports
1. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
2. Key and verify results according to procedures provided.
3. Recognize and correct errors in original data prior to processing.
4. Recognize deficiencies in source documents and returns them to originator for correction.
5. Print reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.
6. Maintain all academic history records on Jr. High and High School campuses.
7. Create and print transcripts.
9. Create and maintain mail data bases for printing labels for district mailings.
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10. Work with parents and campuses with Family Access.
11. Work with campus principals and counselors on creating class master and schedules.
12. Provide trouble shooting support to campuses on reporting software.

Other
15. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer or online computer terminal, printer, calculator, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Repetitive hand motions; prolonged use of computer. Lifting boxes of paper.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by __________________________ Date __________________________

Reviewed by __________________________ Date __________________________