

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Data Input Specialist II

JOB CODE: 5095 (12- Month)
5094 (10- Month)

DEPARTMENT: As Assigned

PAY GRADE: 19 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is advanced data entry work transcribing data into a form suitable for computer processing. The work normally involves operating a computer terminal to enter, maintain, or retrieve a wide range of alpha, numeric, and alphanumeric data. The work is performed under the general supervision of a Chief Data Input Specialist or supervising administrator with the employee exercising independent judgment as to the appropriateness or accuracy of source data or documents.

JOB TASKS/RESPONSIBILITIES

1. Operates keyboard controlled data entry device to enter, maintain, and retrieve information managed through the MSA online Information Management System.
2. Accesses the appropriate MSA systems application (PARIS, Payroll/Personnel, ISIS, Budget/Finance, Purchasing, VARS, etc.) or other system component executing such sign-on procedures as authorized for specific users.
3. Reviews and verifies source documents or data base file updates or changes for accuracy or compliance with prescribed work methods, procedures, policy, and rules.
4. Enters alpha and numeric information to MSA subsystem using a variety of source documents.
5. Maintains and retrieves information contained in the data files; updates student records including new students, FTE, ESE, case management forms, attendance records; may generate and print reports from data files.
6. Reviews as requested recommendations for changes in programming specifications or enhancement/changes to a subsystem's structure and operating procedures.
7. Maintains records of data management activities and work documents and performs such clerical support work as may be necessary to support the activities of the work unit to which assigned.
8. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, climbing, walking, lifting, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Minimum of one year data entry or related work experience.
3. Ability to operate automated office equipment.
4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 04/01/87, 06/15/92, 10/07/94, 1/7/96, 07/01/98