

POSITION DESCRIPTION

Class Title: Data Coordinator
(Job Class Code: 0052)
Department: Finance

Effective Date: September 01, 2004
Pay Grade: 8
FLSA Status: NE

GENERAL PURPOSE

Reviews documents and inputs data into the computer.

SUPERVISION RECEIVED

Works under the supervision of the Data Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inputs water consumption amounts into the computer for proper billing and crediting procedures.
2. Inputs personal and employment information on all City employees.
3. Processes data appropriate for the proper output of checks, reports, and billings.
4. Inputs the names and addresses, for reference and billing purposes, of those individuals and companies using the City's water.
5. Inputs employee benefits and insurance information into the computer for proper crediting and billing.
6. Maintains a current list of reports needed by various City departments, as well as the local, state, and federal governments, and ensures the timely processing of those reports.
7. Inputs employees' hours information into the computer for processing of payroll checks and leave balance reports.
8. Assists with any other job related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school graduation or GED (General Education Diploma) equivalent; and
2. Two (2) years data entry experience entering payroll, billing or accounting data as the primary duty. (Experience with MUNIS proprietary software is a plus)

Necessary Knowledge, Skills and Abilities:

1. Must be detailed minded with a focus on accuracy.
2. The ability to work in a fast-paced environment and the pressure of deadlines.
3. The ability to research and analyze data.
4. Must be willing and have the ability to work overtime.
5. Must be dependable.
6. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
7. Minimum of 90% accuracy on Data Entry Test; ability to handle sensitive information with a high level of confidentiality.

TOOLS AND EQUIPMENT USED

Phone switchboard; personal computer including word processing, spreadsheet, and database software; copy machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Civil Service Personnel Director

Approval: 
Department Director