



# Irvine Unified School District

## DATA INPUT TECHNICIAN I

### DEFINITION

Under general supervision, to operate data entry machines. To assist in auditing and verifying the accuracy and timelines of input and output of data processed by electronic data processing equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Operates computers, data entry machines to punch or enter alphabetical and numerical information from odd lists, reports and source documents.
- Posts figures in control ledgers.
- Verifies records for accuracy.
- Files and checks records.
- Proofs and corrects reports.
- Sends specialized forms to reporting units as required or requested.
- Performs a variety of regular clerical duties in other offices, such as filing, posting and answering the telephone.

### QUALIFICATIONS GUIDE:

#### Knowledge of:

- Current technology, software applications, office practices and record keeping methods.
- General features of electronic data processing equipment and procedures.

#### Ability to:

- Operate office machines, including calculators.
- Record data accurately.
- Recognize errors in printed material quickly and accurately.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work.

### Training and Experience:

Equivalent to the completion of the twelfth grade, and one year of recent clerical experience preferably including working with numerical and statistical data, or any combination of training and experience that could likely provide the desired knowledge and abilities.

### 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 regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand and talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

### 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts.

The noise level in the work environment is usually moderate.

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