University System of Maryland
Job Class Specification

TITLE: IT DATA ENTRY OPERATOR LEAD	JOB CODE: N06IEL
FLSA: NONEXEMPT	JOB TYPE: SYSTEMWIDE
EEO6: H50	JOB FAMILY/SERIES: COM ENT
IPEDS-SOC: S-439021	

APPROVED BY: Chancellor's Designee: EFFECTIVE DATE: 7/1/01
        Donald Tynes, Director of Human Resources

JOB SUMMARY

Under general supervision, serves as a lead worker to instruct, advise, and check the work of other data entry operators.

PRIMARY DUTIES

1. Provides guidance and training to a group of data entry operators. Distributes work and checks the accuracy of work completed.

2. Researches data to respond to a variety of inquiries and to resolve problems.

3. Performs all of the duties of a Data Entry Operator.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years in the operation of electronic keyboards or other data entry devices.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of data entry operations. Skill in the operation of keyboards or other data entry devices. Ability to instruct others in data entry work.

The USM Is An Equal Opportunity/Affirmative Action Employer

OTHER: Except for qualifications established by law, additional
related experience and formal education in which one has gained the
knowledge, skills, and abilities required for full performance of the
work of the job class may be substituted for the education or
experience requirement on a year-for-year basis with 30 college
credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT