

**CLERK OF COURTS
Brevard County, Florida**

DATA ENTRY CLERK – TITUSVILLE LOCATION

Deadline for submission of applications is July, 17 2018

Title: Data Entry Clerk
Brevard Clerk of Court
Location- Titusville
Salary - \$10.00 - \$13.50, depending on experience and education
FLSA Classification: Full-time

Full-time Clerk of Court employees are eligible for:

Health insurance
Life insurance
FRS Retirement
18 sick/vacation days per year
11 paid holidays per year

CLASS TITLE: DATA ENTRY CLERK

SUMMARY DESCRIPTION

Enter information into Clerk of Courts systems according to established procedures. Operates keyboard or other data entry device to enter data into computer or onto disks for subsequent entry.

EXAMPLE OF WORK PERFORMED:

(**Note:** This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.)

Keeps track of received data and source documents.
Prepares and sorts source documents and identifies and interpret data to be entered.
Organizes and arranges documents data in numerical or alphabetical order.
Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.

Enters alphabetic, numeric, or symbolic data from source documents into computer, using data entry device, such as keyboard or optical scanner, and following format displayed on screen.

Enters data using several source document formats.

Compares data entered with source documents, or re-enter data in verification format on screen to detect errors; delete incorrectly entered data, and re-enter correct data; verify all keyed data entered.

Reviews all documents for accuracy and completeness.

Logs, batches and collates supportive materials as needed.

Performs all filing tasks incidentals to data entry (i.e., pull files, access records as necessary, etc).

Performs other duties in support of the data entry requirements (i.e., filing and making copies).

Performs other duties as required.

KNOWLEDGE, SKILL AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class.)

Basic knowledge of computer and PC systems.

Basic skills in data entry, 10-key, and keyboarding of 40 wpm.

Ability to be accurate and detail-oriented.

Ability to communicate verbally and in writing.

Ability to solve problems.

Ability to monitor own work to ensure quality.

Ability to complete work in a timely manner.

Ability to read small printed words and numbers rapidly and accurately.

MINIMUM QUALIFICATIONS:

High school diploma or GED; one to six months related experience and/or training; or equivalent combination of education and experience.