

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DATA ENTRY TECHNICIAN TRANSPORTATION DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs data entry functions for the TIMS Coordinator. Work involves visual quality controlling of source data documents and operating on-line computer equipment to enter required data in support of the non-exempt employee time card accounting system; the activity bus billing system; the school of choice transportation request system for non-special needs students; all of which utilize the most up-to-date technology and software. Upon completion of data entry, technician must be capable of providing a series of management defined reports. Technician must be trained in the Business Systems Improvement Program (BSIP) and be qualified to fill-in for Cost Clerk I to make data entries into the BSIP data file. Work also involves some clerical duties to include typing, filing and receptionist functions. Employee must exercise tact and courtesy with co-workers, school administrators, supervisors, parents and business contacts. Employee reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Quality controls weekly time accounting documents, as prepared and filed by non-exempt employees, which are collected and turned in by dept. supervisors for entry into the payroll time accounting file.

Operates full array of on-line data entry equipment to enter required weekly time document data for internal file storage into Microsoft Access and/or XLS files.

Receives initial school requests for activity bus support; enters trip into the master trip control file and assigns control number; forwards approved control number to the respective bus supervisor and back to the requesting school.

Collects activity bus completed trip reports based upon control number; enters data into software compilation program; creates and sends bills to using school and Finance, Accounts Payable Section.

Receives and enters all transportation requests for non-special needs schools of choice into the appropriate data base and sends acknowledgement post card to requesting parents/guardians within 7 work days. Maintains file system containing original requests and copies for appropriate zone transportation supervisor.

Performs some related clerical support and receptionist functions.

#### **ADDITIONAL JOB FUNCTIONS**

Must be able to quality control completed vehicle maintenance work order documents which reflect scheduled and unscheduled repairs, parts usage, bus safety inspections and fueling documentation. Input approved data into BSIP.

Must be able to verify accuracy of parts purchased against work orders and enter all work order data for equipment repair and parts order records for school buses, service trucks, and all county-owned vehicles into the BSIP permanent vehicle record established by and maintained at NCDPI to establish an audit trail of vehicle maintenance performed.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent experience supplemented by vocational level computer processing course work and 2 to 5 years experience performing data entry functions; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office equipment including computers, check protectors, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read correspondence, reports, invoices, vendor statements, accounting journals and ledgers, etc. Requires the ability to prepare correspondence, reports, checks, check registers, charts, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of arithmetic.

General knowledge of terminology used within the department.

General knowledge of departmental organization and operational policies and procedures.

Ability to use a variety of common office machines.

Knowledge of basic computer operations, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to answer 12-line telephone system.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to type accurately at a moderate rate of speed.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to exercise tact and courtesy in contact with County personnel, vendors and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.