

City of Mission Job Description

Job Title: **Data Entry Clerk**

Classification: **Non - Exempt**

Department: Municipal Court



Division:

Supervisor: Court Coordinator

Effective: February 16, 2016

I. JOB SUMMARY

Individual is responsible for a variety of clerical functions. The job has no supervisory responsibilities. Individual will be responsible for filing, typing, and organizing files, he/she will have daily contact with the public. Assist the cashier in handling the filing of tickets and posting information in computer. Types letters and address envelopes. The individual will assist the Receptionist/Cashier with public assistance and fine collection when necessary. This position has no supervisory responsibilities. Individual will perform other assigned duties by supervisory/department head when needed.

II. EDUCATION REQUIREMENTS

- High School Diploma or GED required.
- A minimum of two (2) years experience in clerical/office procedures.
- Must be able to type 50 wpm and have good filing skills.
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must have knowledge and experience with Microsoft Word, Windows 95, Excel, Internet, and E-mail.
- Must have experience in using a 10 key calculator by touch.
- Must have oral and written communication skills in English to at least the 9th grade level (to include correct spelling).
- Must be able to communicate proficiently in the Spanish language.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of public safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENT

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.



- Ability to follows instructions, respond to management direction; takes responsibility for own actions; keep commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.
- Ability to establish and maintain effective working relationship with office staff, auxiliary departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.
- Ability to perform all job functions with special attention to safety and City policies and procedures related to the job position.
- Ability to read and interpret documents; be knowledgeable of general office procedures, perform all job functions with special attention to safety rules and city policy procedures.
- Ability to prioritize, plan and use time effectively.
- Ability to demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance and monitors own work to ensure quality.
- Ability to adapt to changes in the work environment; manages competing demands; changes approach or method to best fit the situation and able to deal with frequent change, delays, or unexpected events.

V. ESSENTIAL JOB FUNCTIONS

- Receive, sort and distribute mail within department when necessary.
- Receive office supplies from purchasing agents office (pick-up) and transport to court office.
- Deliver bills, invoices, correspondence or memorandum to other offices within the facility.
- Transcribe correspondence and envelopes as required. Process mail for delivery utilizing postage meter machine.
- Assist receptionist/cashier with public assistance providing information to City of Mission citizens.
- Sort and file records alphabetically pertaining to warrants, citations, complaints and any other office information and fine collection.
- Copy documents utilizing copy equipment.
- Perform all job functions with special attention to safety and city policies and procedures related to the job position.
- Greets and provides proper customer service to all incoming calls and walk-ins.



- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders, and posts, files, or routes documents.
- Process proper paperwork for online payments.
- Maintain proper documentation and filing of magistrates.
- Greet and provide proper customer service in person or by phone.
- Examines and processes legal documents submitted to court for adherence to law or court procedures.
- Prepares case folders, post files and route documents.
- Process documentation for online payments.
- Maintain proper documentation and filling of magistrates.

VI. NON-ESSENTIAL JOB FUNCTIONS

- None

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer, 10 key calculator, Paper shredder
- Typewriter, Postage meter, Copy machine
- Fax machine, Telephone, Cash register
- Keyboard, Mouse, Printer
- Pens, pencils, highlighters, Diskettes & CDs, Computer software
- Paper cutter, stapler, Policy & procedure handbook

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Extreme noise		X		
Vibration	X			



IX. MANUAL DEXTERITY

Gross hand manipulating is required to lift boxes of computer paper and payroll binders. Fine finger dexterity is required to input data, and hand write information.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING MATERIALS

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level , opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

N-Never O-occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date