



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Data Entry
Department: City Manager/Cable TV
Classification: Part-Time
Pay grade: \$10.00/Hour.
FLSA: Non-Exempt

Prepared Date: 7/2013
Approved By: Elsa Jaramillo-Velez
Patrick Salerno

Summary:

Performs data entry and clerical work which involves moderately complex work methods, and requires data entry skills. Although the emphasis of the work is on data entry, employees are also responsible for the performance of a wide variety of tasks which require the application of independent judgment and clerical knowledge. Work is assigned, reviewed and supervised by the Video Production Manager.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews video clips and stores in established software program for future retrieval by the Cable Television Division.

Operates standard office equipment such as personal computer, scanner, and copy or facsimile machine.

Performs other related tasks as required.

Knowledge, Skills, and Abilities:

Knowledge of simple data processing and transmission principles utilized in computerized information systems. Knowledge of routine office practices and procedures. Ability to read and decipher data on source documents to be entered. Ability to enter and verify information with accuracy and a reasonable rate of speed. Ability to understand and follow oral and written instructions. Ability to work with considerable independence. Skill in data entry or typing.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience:

High school diploma or equivalent required.