

## The Maryland-National Capital Park and Planning Commission

TITLE: Data Entry Specialist  
SERIES: Information Technology

GRADE: C04 CODE: 2205  
DATE: 7/24/01  
FLSA: Non-Exempt

### Class Definition

Under general supervision, performs responsible and varied data entry work involving some responsibility, complexity, and variety. Performs related routine clerical and/or technical work as required. Performs other related duties as assigned.

### Examples of Important Duties

1. Performs direct data entry through the operation of a computer terminal and/or keypunch machine.
2. Operates a variety of equipment used in the preparation of data to be entered into the computer such as electronic digitizer/planimeter, graphics plotter, etc.
3. Codes and verifies information from maps and other sources to be entered into computer or computer terminals.
4. Answers routine questions related to systems or programs assigned.
5. Provides work direction and assistance to other staff involved in the performance of routine data coding work.
6. Keeps track of supplies used in work of unit assigned and initiates purchase requisitions to maintain supplies.
7. May perform routine drafting work as necessary.
8. May perform daily and weekly disk to tape computer backup.

### Important Worker Characteristics

Knowledge of: (1) Commission organization, policies and procedures;\* (2) methods and equipment used in data entry; (3) office practices and procedures; and (4) methods and procedures related to drafting.\*

Skill in operation of: (1) computer terminal/keypunch machine.

Ability to: (1) read maps, aerial photographs, or graphic representations of same; (2) perform routine maintenance on equipment used in the data entry process (e.g., graphics plotter, keypunch machine); (3) follow moderately complex oral and written instructions; (4) write legibly; (5) work cooperatively with others both inside and outside the organizational unit; and (6) keep, file, and maintain office records.

\* Developed primarily after employment in this job class.

The Maryland-National Capital Park and Planning Commission

TITLE: Data Entry Specialist

Page 2

Minimum Qualifications

1. High School Diploma or GED.

Working Conditions

Works in noisy office. Considerable pressure to meet deadlines. May be required to work long hours including evenings and/or weekends.