

**PLEASE POST FOR ALL APPLICANTS TO READ  
MACON-BIBB COUNTY GOVERNMENT**

<b>POST DATES: 4/1/16 – 4/11/16</b>	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE: Data Entry Technician PT</b>		
<b>JOB CLASS (GRADE):</b>		<b>HOURLY RATE: \$11.96</b>
<b>WORK WEEK: Monday - Friday</b>		<b>WORK HOURS: 8:00 AM - 5:00 PM</b>
<b>DEPARTMENT: Civil Court</b>		
<b>DEPT. HEAD: Judge William Randall</b>		
	<b><input type="radio"/> REPLACEMENT</b>	<b><input checked="" type="radio"/> NEW REQUIREMENT</b>

**PURPOSE OF CLASS:**

The Data Entry Clerk reports directly to the Clerk of Civil Court or designee. This is skilled work involving the operation of data processing terminals, to include specialized software, Microsoft applications, and other miscellaneous systems. Although specific supervision is provided, incumbent will be expected to be capable of making decisions and determinations associated with departmental data. Work is reviewed through consultation with supervisor and observation of results.

**PRIMARY JOB DUTIES:**

- Enter departmental data into the appropriate Software application.
- Ensure that data is sufficiently detailed to be clearly and concisely entered into appropriate software application.
- Maintain appropriate computer and paper files.
- Generate a variety of reports, notices and letters using various software applications.
- Assist in preparation of documentation needed to conduct the business of the department.
- Generate departmental correspondence, as needed.
- Answer and respond to calls related to data being entered and tracked.

**SECONDARY JOB DUTIES:**

- Perform related customer service duties when necessary.
- All other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Professional knowledge of multiple applications including the major Microsoft Office applications.

- Knowledge of specialty database software such as Microsoft Access or equivalent.
- Ability to communicate effectively with internal and external customers.

**DESIRABLE EDUCATION & EXPERIENCE:**

High school graduate, and

A minimum of one (1) year Computer Science Technology education or experience, involving commercial applications, or

Any equivalent combination of education and experience acceptable to the appointing authority.

<b>WORK CONDITIONS:</b>		<b>C=Constant (65-100% of day)</b>	<b>F=Frequent (33-65% of day)</b>
		<b>O=Occasional (up to 33% of day)</b>	<b>N=Never</b>
		<b>I=infrequently (not done daily)</b>	
C	Operates various office equipment unpleasant		N Adverse, hazardous or conditions.
I	Operates motorized vehicles		
O	Requires standing and walking activities such as		O Requires physical bending, stooping, climbing crawling.
I	Utilizes hand tools & maintenance equipment		
<b>Lifts or Carries:</b>			

**NECESSARY SPECIAL REQUIREMENTS:**

Must be available occasionally during evenings, weekends, holidays, etc. as necessary.

Must be able to type a minimum of 30 words per minute.

Requirements may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.

Please complete the General Application on our website or pick up an application at our office located at 682 Cherry Street, 4<sup>th</sup> floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer