

## **DATA ENTRY SUPERVISOR**

### CODES/PAY RANGE

Class Code: 1609

EEO Code: F

Pay Range: 117

### MAJOR FUNCTION

Responsible supervisory and technical work planning, coordinating and organizing the accurate data entry and data verification operation of the Office of the Property Appraiser.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, schedules, and allocates data entry work on a day-to-day basis according to departmental standards. Supervises the performance of data entry functions and staff.

Responsible for maintaining the workload and controls, records, and schedules. Incorporates workload records in the required reporting system. Recognizes production problems, takes or recommends action to correct them. Reviews output quality.

Reviews new or modified applications submitted for production, for completeness and adherence to procedural and documentation standards.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of practices and procedures of data processing. Knowledge of standard data processing equipment. Knowledge of application processing. Knowledge of the procedures and operations of a data entry unit. Knowledge of rules, regulations, policies and procedures associated with tax assessment.

Ability to communicate, both orally and in writing. Ability to understand and follow complex oral and written instructions. Ability to establish and maintain effective working relationships with employees, officials, and the public. Ability to make decisions relating to changes in production schedules. Ability to assign work and supervise data entry employees.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, and three (3) years of Assessment  
**(Data Entry Supervisor continued)**

Records Specialist experience, or related experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

#### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical manuals and policies; memos, letters, applications, safety instructions. Ability to perform general mathematical functions. Ability to speak and write clearly and concisely to relay information, directions, instructions.

Revised 3/96