

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Data Entry Specialist  
**Job Code:** 8153  
**Pay Grade:** 31  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Performs duties such as enters client information, codes, verifies and updates data from source documents using an automated data entry system, prepares and types court documents, forms and reports, and performs customer service duties.

### **ESSENTIAL FUNCTIONS:**

- Interprets information from source documents such as minute entries and enters data into an automated records database system.
- Reviews source documents to determine completeness and accuracy of information to be recorded.
- Identifies missing documentation needed to complete data entry processes and researches missing data including court, legal, medical or departmental specific information.
- Prioritizes flow of work into automated records system to insure that time constraints and legal or regulatory requirements are met and that appropriate steps in a process are complete.
- Researches historical information to verify and/or make corrections to records.
- Verifies the accuracy and completeness of data entry made by other personnel and determines and documents causes of repeated errors.
- Cross-trains co-workers in data entry, coding and quality control procedures in support of the various probation programs.
- Assists in the development of new operating procedures and/or streamlining existing procedures and makes changes to master files.
- Prepares and types forms, routine business correspondence, reports, and court documents. Edits the documents for proper legal terminology, punctuation, grammar, formatting and spelling, and copies and distributes the documents to meet deadlines.
- Makes independent decisions regarding the processing of routine legal documents and performs related work requiring a distinct knowledge of legal and internal procedures and requirements of department operations and time constraints.
- Answers a multi-line telephone system, transfers incoming calls to appropriate employees, directs walk-in visitors, and interacts professionally with the public.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists with the reconciling of billings for the TASC program.
- Assists with the typing of department manuals for Firearms and procedures in the Field Manual.
- Performs related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of principles and techniques of data entry in alphabetic and numeric data entry systems, troubleshoots, researches, prioritizes, and verifies the accuracy of source materials.
- Must have knowledge of general office procedures and methods for automated and manual record keeping.
- Must have knowledge of desktop computers and software associated with word processing, database management, email communications, and other office equipment including a facsimile machine, photocopier, printer, and calculator.
- Must have skills in the use of alphabetic and numeric data entry equipment and/or systems, organizing, examining, verifying and entering data.
- Must have the skills to type or perform data entry a minimum of 35 WPM.
- Must have the ability to communicate effectively with a wide variety of superior court employees including division management, coworkers, probationers, and the general public.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent GED certificate and two years of office/clerical work experience including some experience performing data entry. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to an Office Supervisor. This position performs duties under general supervision and has no supervision responsibilities.

Date: 10/08/04

Revised: