

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>C04</b>
<b>FLSA:</b>	<b>NE</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>-</b>
<b>EEO:</b>	<b>5</b>

**CLASSIFICATION TITLE: DATA ENTRY TECHNICIAN (TEMPORARY, PART-TIME)**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to support the document records coordinator in converting existing paper records to digital format for the Community Development Department.

**ESSENTIAL FUNCTIONS**

**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.**

Scans paper documents in a variety of sizes

Manually enters data from paper documents into Document Management System (DMS)

Retrieves and replaces documents from archives

Prepares progress reports

Operates personal computer, general office equipment, or other equipment as necessary to complete essential functions,

**MINIMUM QUALIFICATIONS**

High school diploma or GED; experience using Adobe Acrobat; proficient in MS Word and Excel and Windows XP Operating System; typing speed of at least 35wpm. Experience with Tyler Munis, or other enterprise Document Management Systems, plats, and property records are preferred but not required.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*