

## **DIOCESE OF SACRAMENTO JOB DESCRIPTION**

<p><b>PARISH:</b> <b>POSITION:</b>           <b>Data Entry Operator - General Office</b> <b>CLASSIFICATION:</b> <b>Non-Exempt</b> <b>SCHEDULE:</b></p>
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**SUPERVISOR:**     **Pastor**

### **ESSENTIAL FUNCTIONS:**

Under general supervision to enter, maintain, retrieve and update data base information for departmental use.

### **Examples of Duties:**

Post computer records, payments and general records; communicate on the telephone and in person with courtesy and diplomacy; generate reports from established systems using office computer software and hardware; keep neat and accurate records.

### **MINIMUM QUALIFICATIONS:**

Knowledge of: The Church's mission in the Diocese of Sacramento; data base software and data entry management and record keeping; modern office methods and practices, including receptionist and telephone techniques. Range B requires knowledge of general bookkeeping methods.

Ability to: Be a self-starter; work independently and collaboratively; access and retrieve data base programs; perform assigned duties with diligence, speed, and trustworthiness; manage records and record keeping tasks; handle pressure and meet deadlines; adjust to varied tasks and situations on a daily basis handle confidential matters discreetly.

Skills: Typing speed at 45 words per minute, 10-key adding machine operation, general office machine operation, courteous and diplomatic telephone skills.

Experience: Two years of computer experience with concentration in data entry.

Education: Equivalent to graduation from high school.