DATA ENTRY OPERATOR 1

Under close supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from a standard source document into a prescribed computer system for storage, processing or data management purposes; compares entered data to source document to ensure the accuracy of input and reenters or edits inaccurate data where necessary; does other related duties as required.

Compiles, sorts, and verifies the completeness and accuracy of data prior to key entry or scanning.

Operates keyboard, scanning, or other input devices or equipment to transcribe data from standard source documents onto data storage or data processing equipment and/or through direct online hookup with a computer. Inputs lists of items, numbers, addresses or other data.

REQUIREMENTS: Must successfully pass a data entry test with a minimum of **97 Net Keystrokes** per minute.

STARTING SALARY: $37,604

We are now accepting applications and scheduling typing tests.
Please submit cover letter, resume to Sachina S. Evans, Personnel Officer at
SaEvans@camdennj.gov or Personnel@camdennj.gov.