

**JOB TITLE:** DATA ENTRY CLERK

**JOB ID:** T0351

**Old JOB Number:** 0

**REPORTS TO:** ADMINISTRATIVE ASSISTANT

**Date revised:** 2007-10-15

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To ensure efficient and effective system of information storage and retrieval.

**KEY OUTPUTS:**

- Well compiled reports on the data collected
- Well maintained database.

**RANGE OF ACTIVITIES:**

- To collect and compile data from various government entities.
- To sort, code, and edit data in correct form.
- To analyse and process production reports for personnel and other related matters.
- To communicate with employees in personnel unit on queries of each data and give feedback where necessary.
- To perform any other related duties.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Five (5) subjects C.X.C/G.C.E 'O' Levels including English Language and Mathematics PLUS two (2) years experience in data entry or typing.
- Must be computer literate.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The job holder has to use initiative as it relates to members of the public.
- Wrong decision adversely affect the effectiveness of the unit by incorrect information being disseminated to the public and other related organisations.

**RESOURCE MANAGEMENT:**

- The incumbent does not supervise any staff and is not a budget holder. He/she is responsible for equipment valued approximately two hundred and fifty thousand dollars (\$250,000.).

**COMMUNICATIONS:** The job holder communicates with supervisors, members of staff and the public and other visiting consultants.

**WORKING CONDITIONS:** Work is office bound.

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**PREPARED BY:** SENIOR PERSONNEL OFFICER

**CHECKED BY:** PRINCIPAL PERSONNEL OFFICER