

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**MAY 21, 2020**

## **RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF DATA ENTRY TECHNICIAN (P/T)**

**RESOLUTION 20-05-21-46**

### **SECOND READING**

**WHEREAS**, there exists a need within Fire District No. 3 in the Township of Hanover, County of Morris, to create the position entitled **P/T DATA ENTRY TECHNICIAN** to perform those duties as necessary; and

**WHEREAS**, The Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris have determined that they are desirous of creating said position, and

**WHEREAS**, said position was introduced by resolution at the Regular Meeting held on May 7, 2020, and

**WHEREAS**, notification of the creating of this position have been made available for no less than one week prior to this meeting, and that said notification was published in the Morris County Daily Record and the Hanover Eagle, and has been posted within the Fire Station and published to the District's website, and

**WHEREAS**, public commentary on the creating of the position of **P/T DATA ENTRY TECHNICIAN** was allowed during this meeting.

**NOW, THEREFORE**, be it **RESOLVED** by the Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris, as follows:

1. The position of **P/T DATA ENTRY TECHNICIAN** is hereby established.
2. The compensation, benefits and terms and conditions of employment for this position shall be as determined by the Board of Fire Commissioners.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the **21<sup>st</sup> day of May, 2020**

**Thomas A. Quirk, Jr., Secretary**

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

## **JOB DESCRIPTION: DATA ENTRY OPERATOR**

### **DEFINITION:**

- Under 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.

### **DISTINGUISHING CLASSIFICATION FACTORS**

- The primary function of this title is data entry, and those tasks directly related to data entry. Incumbents spend a majority of their work time entering, editing, updating and verifying data utilizing prescribed data entry equipment and software.
- Incumbents at this level perform very basic and repetitive data entry and verification work within a structured work setting. Detailed instructions are received at the beginning of work assignments; work is reviewed in process and upon completion for accuracy and efficiency of operation.

### **EXAMPLES OF WORK:**

- Compiles, sorts, and verifies the completeness and accuracy of data prior to 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.
- Follows screen commands or instructions when entering, updating or retrieving specific data.
- Verifies the accuracy and completeness of data input by visually checking the screen and correcting noticeable errors, by rekeying the data and correcting entries that do not match or by utilizing data verification software.
- Reviews and preps hard copy documents for processing through digital image scanners.

- May operate digital scanning equipment; key enters data that is not recognized by scanner.
- Utilizes document and image controls and key verifications to capture data or correct scanned images.
- Verifies the accuracy of image scans and documents.
- Maintains operating production and error rates established for each task and type of document imaged.
- Detects hardware malfunctions and notifies supervisor of the issue.
- Loads office equipment with required input or output media.
- May search and extract data from computerized records.
- Prepares basic trouble reports.
- Logs work received and completed as need be.
- Performs a variety of clerical duties related to data entry such as record searching, coding, verification, filing, and logging of assignments received and completed to complete work flow documentation.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office or related units.

## **REQUIREMENTS**

### **LICENSE:**

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of techniques used to operate standard data entry input equipment, such as an alphanumeric keyboard.

- Knowledge and understanding of a variety of command codes.
- Ability to transcribe data into an electronic data processing medium.
- Ability to detect and report hardware and source input problems.
- Ability to utilize keyboard-controlled image scanning equipment to transcribe, monitor and verify data for conversion of hard copy documents to optical disk records.

- Ability to prepare documents for scanning into computer.
- Ability to index documents involving entering data into specified fields.
- Ability to scan and reconcile data output to control totals.
- Ability to maintain an expected workflow while sustaining a high level of accuracy.
- Ability to maintain records for control of time expended and tasks completed.
- Ability to learn quickly from oral and written explanation and from demonstration.
- Ability to perform basic clerical work such as filing and tallying counts.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

## Certification

I, Thomas A. Quirk, Jr., Secretary of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the 21<sup>st</sup> day of **May, 2020** duly adopted the attached resolution;

### **20-05-21-46 RESOLUTION CREATING THE POSITION OF DATA ENTRY TECHNICIAN, SECOND READING**

This resolution was introduced by Commissioner:

Callas    **Dugan**    Dugan, Jr.    Quirk    O'Hare

and was seconded by Commissioner

Callas    Dugan    **Dugan, Jr.**    Quirk    O'Hare

## Record of the Vote

	<b>Callas</b>	<b>Dugan</b>	<b>Dugan, Jr.</b>	<b>Quirk</b>	<b>O'Hare</b>
<b>Yes</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>No</b>					
<b>Abstain</b>					
<b>Absent</b>					

**Thomas A. Quirk, Jr., Secretary**