

KEYBOARDING CLERK 1/DATA ENTRY OPERATOR 1

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required.

Key enters or types documents from handwritten draft into draft or final form, according to prescribed formats, by transferring information onto letters, reports, schedules, and itinerary.

Key enters or types addresses on envelopes, or information on forms, form letters, or other form-type documents.

Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.

REQUIREMENTS: Must successfully pass a typing test with a minimum of 25 words per minute.

SALARY: Keyboarding Clerk 1: \$34,342

Please submit cover letter, resume to Lisa Y. Picon, Personnel Officer at LiPicon@ci.camden.nj.us or SaEvans@ci.camden.nj.us.