



# CITY OF WEST MEMPHIS

604 E. Cooper - P.O. Box 1868 – West Memphis, AR 72303-1868 – (870) 702-5114

TO: ALL QUALIFIED APPLICANTS  
FROM: HUMAN RESOURCES  
RE: JOB OPENING – COMPUTER OPERATOR/DATA ENTRY

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## **COMPUTER OPERATOR/DATA ENTRY – CITY OF WEST MEMPHIS**

This is a full-time position with benefits reporting to the Data Processing Manager. The Computer Operator is responsible for entering and maintaining data by operating a computer. This position prepares equipment for operations by accessing software in computer, loading paper into printers, and assisting with producing reports, such as payroll and accounting. Duties of the Computer Operator include but not limited to:

- Enters data, using computer terminals, and activates controls on computer and peripheral equipment to integrate and operate equipment.
- Prepares, Compiles, and sorts documents for data entry
- Verifies and logs receipt of data
- Transcribes source data into the required electronic format
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies
- Maintains a filing system
- Performs regular backups to ensure data preservation
- Monitors the system for running reports.
- Notifies the supervisor of equipment malfunctions.
- Answers telephone calls to assist computer users encountering problems.
- Retrieves, separates, and sorts program outputs as needed, and send data to specified user.
- Assists in the operation of computer hardware systems.
- Loads peripheral equipment with selected materials.
- Clears equipment at end of operating run and reviews schedules to determine next assignment.
- Maintains private data and keeps information confidential.
- Maintains supplies inventory by checking stock, ordering stock, and verifies the receipts of supplies.
- Contributes to the team effort by assisting and accomplishing related tasks as needed.
- Performs additional duties, as assigned.

## **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

- High School Graduate or General Education Degree (GED) is required.
- One (1) year of experience in an office environment or related position. Payroll experience is preferred.
- Proficient with Microsoft Office Suite and familiar with other computer related software programs for typing and report building.

Proposed Salary: Paygrade 20 - \$16.16 - \$20.48/hr.

**SUBMIT APPLICATION ONLINE AT: [WWW.WESTMEMPHISAR.GOV](http://WWW.WESTMEMPHISAR.GOV)**

**APPLICATIONS ARE ACCEPTED UNTIL THE POSITION IS FILLED.**

**THE CITY OF WEST MEMPHIS IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).**