



CITY OF MEMPHIS
invites applications for the position of:

Data Entry Operator A- 1 Opening

SALARY: \$1,026.62 - \$1,508.80 Biweekly
\$26,692.12 - \$39,228.80 Annually

OPENING DATE: 11/02/16

CLOSING DATE: 11/14/16 11:59 PM

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS: Works under the supervision of an assigned supervisor in the Code Enforcement Service Center. Responsible for entering data, such as complaints of code violations from sources including the Fire Division, Shelby County Health and Construction Offices, Mayor's Citizen Service Center, and the general public, onto a personal computer. Types finished inspection report from handwritten field inspection form; prints report; separates copy for mail out to owner; and files copy for the division records. Prepares locator cards, records of inspection, and violation reports.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL DEMANDS: Requires ability to use personal computer and telephone. Requires ability to communicate with City and County staff, and the general public, primarily by telephone, in order to transcribe data onto a personal computer.

TYPICAL WORKING CONDITIONS: Work is performed in an office environment.

MINIMUM QUALIFICATIONS:

High School diploma or GED equivalent and two (2) years of data processing experience; or any combination of experience or training which enables one to perform the essential job functions. May be required to demonstrate ability to enter data onto a personal computer on test designated by Human Resources.

SPECIAL REQUIREMENTS:

The City Charter requires that City Employees must establish residence within Shelby County within six (6) months from date of Employment. Proof of residence will be required at the time of hire.

Division: Public Works
Service Center: Code Enforcement

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmemphis.org/>

Position #2016-00279
DATA ENTRY OPERATOR A- 1 OPENING
LJ

125 N. Main Street
Memphis, TN 38103
901-636-6509

Recruitment&Selection@memphistn.gov

Data Entry Operator A- 1 Opening Supplemental Questionnaire

* 1. Do you have a high school diploma or equivalent?

Yes

No

* 2. Do you have at least two (2) years of data processing experience?

Yes

No

* Required Question