



## Passaic Valley Water Commission

# JOB OPENING

**ISSUE DATE: April 2, 2025**

**CLOSING DATE: April 12, 2025**

**TITLE: Data Entry Operator 1**

**DEPARTMENT: Laboratory**

**LOCATION: Little Falls**

**SALARY: \$40,000 – \$72,465**

**WEEKLY HOURS: 35**

### **DEFINITION:**

Under the close supervision of Data Entry Operator 4 or other supervisory official in a state department, institution, or agency or local government agency performing data entry; 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 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 tasks directly related to data entry. Incumbents spend a majority of time entering, editing, updating, and verifying data utilizing prescribed data entry equipment and software.

This is the entry level of the series.

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 progress and upon completion for accuracy and efficiency of operation. The exercise of independent judgment is limited due to the nature of work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

**SPECIAL NOTE:** Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

### **LICENSE:**

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

**Please submit a cover letter and resume to the Human Resources Department electronically to: [careers@pvwc.com](mailto:careers@pvwc.com) or submit a hard copy of your resume to the Human Resources Dept before the closing date.**