

<b>Job Title</b>	<b>WORD PROCESSOR/DATA ENTRY CLERK</b>
<b>Division</b>	<b>Land Administration</b>
<b>Location</b>	<b>Regional Office</b>
<b>Department</b>	<b>Region 3 – Crane</b>
<b>Salary Band</b>	<b>One (1)</b>
<b>Objective</b>	To type at keyboards and data entry consoles to draft correspondence and input coded, statistical and other information onto diskettes, disks or tapes for storage.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Receives and registers draft correspondence, forms, records, invoices and other documents for typing/data capture</li> <li>2. Types at keyboards and data entry consoles to input source data onto diskettes, disks and other tapes for storage</li> <li>3. Identifies, labels and stores diskettes, disks, tapes and computerised files</li> <li>1. Ensure the accurate and efficient entry and updating of applications, leases and other related land information in the database/filing system.</li> <li>2. Provide information support and compile reports as required.</li> <li>4. Verifies accuracy and completeness of correspondence, documents or data sets</li> <li>5. Maintains libraries of diskettes, disks and tapes</li> <li>6. Performs other related duties</li> </ol>
<b>Working and reporting relationships</b>	<b>Reports to:</b> <ul style="list-style-type: none"> <li>• Senior Land Administration Officer</li> </ul>
<b>Job specifications</b>	<p><b>Qualifications:</b> Possesses at least 3 GCE “O” Level/CXC/equivalent passes, with a pass in English Language (General).</p> <p><b>Experience and Knowledge:</b> He/she should be able to type and operate a computer or other data entry equipment.</p> <p><b>Personal characteristics:</b> He/she should have procedural or systematic proficiency and have an understanding of general office work routines and procedures, with specific reference to the Commission’s filing systems and standards. As the position involves direct dealing with confidential personnel information, he/she must demonstrate the utmost confidentiality.</p>