



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### DATA OPERATOR

Manchester Police Department

37.50 hours per week/7.50 hours per day – Monday through Friday

\$45,680.43

**CLOSING DATE: Wednesday, October 2, 2024**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under direction, develops various reports and provides information to the department. Performs clerical work, data input and recordkeeping. Responsible for data entry of material from source documents to a terminal.

**ESSENTIAL FUNCTIONS:** Knowledge of terminals, microcomputers and printer. Knowledge of current developments in computer equipment and design. Ability to operate sorter, interpreter, reproducer and other equipment and machines. Ability to read and transcribe data and learn programs. Ability to establish and maintain effective working relationships with other employees and the public.

**REQUIREMENTS:** Graduation from high school or equivalent plus two (2) years of data entry experience.

**EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Keyboard Assessment	Pass/Fail	35 wpm
Computer Assessment	100%	70%

The examination will consist of an evaluation of training and experience as indicated on the application. Based on these ratings, the most qualified will be invited to participate in the test. All parts of the examination including ratings and tests will be related to the requirements and duties of the position.

Applications and job descriptions are available on our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Wednesday, October 2, 2024, or must be postmarked by Wednesday, October 2, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*