



# **Department of Planning and Natural Resources VACANCY NOTICE**

**Position Title** : **Data Entry Operator IV**

**Location** : **St. Thomas District**

**Union/Salary Range** : **SU-20 \$24,480 - \$26,522**

**Deadline Date** : **June 20, 2016 – July 1, 2016**

## **POSITION DESCRIPTION**

An individual in this position performs skilled work as a Senior Data Operator. Work in this class is of a more responsible nature than that of a Data Entry Operator III because the assigned duties require the use of a wider variety of knowledge and skills.

## **MINIMUM QUALIFICATIONS**

A High School Diploma, High School equivalent, or appropriate technical training, and four (4) years of experience in the Data Entry Section as a Data Entry Operator III.

## **HOW TO APPLY**

Interested applicants please submit a 5086 Transfer/Promotion Form or completed application with the required documentation to the Division of Personnel or contact Celia J. Jackson-Williams, Personnel Relations Administrator at 774-3320 or [celia.jackson-williams@dprn.vi.gov](mailto:celia.jackson-williams@dprn.vi.gov).