

DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves the operation of data entry equipment to enter and verify data utilizing a variety of formats and source documents. Incumbents may also perform clerical duties in support of data entry operations. Work is performed under supervision following well-defined and structured procedures. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Following specific program instructions, scans source documents and transcribes selected data onto magnetic tapes, data cards, discs or directly into the computer using an alpha-numeric keyboard;
Locates source documents and makes necessary changes, additions and corrections;
Compares transcribed data on visual screen to source documents and corrects errors;
Periodically cleans and performs routine services to external working parts of data entry machines;
May, on occasion, search and extract data from computerized records;
Records requested information on an appropriate form or other document or relays data orally;
Prepares data recording machine by loading tape and by depressing specific keys and operating specific switches;
Notifies superior of machine malfunctions;
Visually compares data previously entered and printed on computer generated copy with source documents to identify and correct errors;
Performs clerical functions such as filing source documents, maintaining production logs or other activities related to work flow;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry machine operation; ability to type and/or enter data at an acceptable rate of speed and accuracy; ability to understand and follow simple oral and written directions; clerical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and six (6) months of typing experience or experience in the operation of data entry machines; or
- b) One (1) year experience in a clerical position which included typing experience or experience in the use of data entry machines; or
- c) An equivalent combination of training and experience as described in a) and b) above.