

## DATA ENTRY OPERATOR

### DEFINITION

Under moderate supervision, operates alpha-numeric and numeric data entry terminal, CRTs, verifying and key-to-disk encoding machines; classifies and codes input data.

### ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Enters a wide variety of data from coded and uncoded documents to magnetic tapes in accordance with predetermined procedures and formats. Verifies and checks correctness of entered data and re-enters incorrect data. Classifies and codes data to be processed. Compiles data summaries and statistical reports. May operate remittance processor that endorses and encodes checks and transmits information to the mainframe computer. May occasionally operate burster and interpreter. May perform duties of higher-level clerical classification in relief or training capacity. Performs other functions as assigned.

### DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible clerical work of a specialized nature involved in the rapid and accurate operation of alpha-numeric and numeric data entry and verifying machines and key-to-disk encoding machines. Duties require the application of independent judgment based upon knowledge gained through experience. Technical assistance and supervision is readily available and work is reviewed as to accuracy and amount of production through the verifying machine and other control processes.

### MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school, supplemented by six months experience in operating a data entry machine, or completion of a recognized training course in data entry operation, or any equivalent combination of training and experience which provides the desirable knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Work requires extended periods of sitting and keyboarding. May require flexible work schedules including early morning, weekends and evening hours.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the operation of alpha-numeric data entry terminal, remittance processor, optical scanner, CRTs, and related machines; general clerical procedures including coding, filing, and comparing.

Ability to: enter data from average copy at high rate of speed and accuracy; make comparisons and arithmetic calculations rapidly and accurately; understand and follow oral and written instructions; work cooperatively with others.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful incumbent is detail oriented and very attentive to the accuracy of information. This highly motivated self-starter works with minimal supervision, exercising independent judgment based on knowledge gained through experience. In addition, the successful performer exercises strong interpersonal skills in identifying and resolving problems and dealing with a wide variety of people.

Prepared and approved through 1986-87 Clerical Study Process

Former Class Title: Data Entry Operator I

New Title effective: 1-1-88

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