

DATA ENTRY OPERATOR

0501

GENERAL DESCRIPTION OF CLASS

The DATA ENTRY OPERATOR operates data entry equipment to transfer information from source documents to tape or disk, or directly to computer memory.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1.Data Entry

Reads, codes, and selects appropriate format for job from procedures manual to enter data from a variety of handwritten or typed source documents using alpha and/or numeric keystation of data entry terminal. Identifies errors in source documents and contacts user for clarification or refers to appropriate staff for return to author.

2.Data Verification

Reenters data from source documents initially keyed by another operator to verify accuracy, correct errors, insert missing information, and delete unnecessary information. Proofreads computer printouts to identify errors in information entered directly on-line to computer.

3.Recordkeeping

Updates and maintains procedure manual. Sorts source documents into batches, assigns batch number and completes work order form with number of records entered and processing time. Files source documents. Suggests changes in source document forms or job formats to improve keystroke production.

RELATIONSHIPS WITH OTHERS

In person or telephone contact with individuals outside of the work unit may be very limited for operators in a centralized data entry production unit. Some employees in this class may have daily in-person contact with agency staff to clarify data and answer questions.

SUPERVISION RECEIVED

Employees in this class receive close supervision from a unit supervisor until assigned tasks are learned. Quantity and quality of work is reviewed through statistical production reports or may be verified upon completion by another data entry operator or supervisor. Work is performed within well-defined guidelines and procedure manuals provide specific information on job formats and the use of equipment.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location. Positions in this class require the willingness to work at a data entry keystation for long periods of time, to concentrate and perform accurately on routine, repetitive tasks, and to maintain confidentiality of records processed.

KNOWLEDGE AND SKILLS (KS)

Basic knowledge of spoken and written English sufficient for office communications.
Basic knowledge of general office alpha/numeric filing systems.

Skill in typing (proficiency levels will be based on individual position requirements).
Skill in operating an alpha and/or numeric keystation of a data entry terminal with accuracy and speed.
Skill in working under pressure of production schedules and deadlines.
Skill in proofreading accurately and rapidly.

Some positions in this class may require the following:

Skill in working in a team environment.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised