

# DATA ENTRY CONTROL TECHNICIAN

1475

## GENERAL DESCRIPTION OF CLASS

The DATA ENTRY CONTROL TECHNICIAN assigns and coordinates the work of data entry operators and operates a data entry control unit to transfer electronically stored data from disk to magnetic tape, directly to computer memory, or to printed medium.

## 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 be assigned all or some combination of the duties listed below as well as other related duties.

### 1. Data Unit Control

Assigns and coordinates the work of data entry operators to meet production deadlines. Reformats electronically stored data to appropriate production format as necessary. Ensures that data entry is complete for each job before transferring data. Operates data entry control unit to transfer electronically stored data from disk to magnetic tape(s), directly to computer memory, or to printers. Creates backup tapes from data stored on disk and deletes data from disk following transfer of information from disk to tape.

Maintains and updates job control language for agency programs. Corrects errors on tape(s) or disk when identified by production control personnel. Trains or assists with training data entry operators new to unit or on new programs. Corrects data entry machine malfunctions or arranges for service. Maintains log of machine problems and prepares reports on daily, weekly, and monthly production status. Maintains and updates job documentation manuals.

### 2. Data Entry

As a backup to data entry production unit, enters data from handwritten or typed source documents. Reenters data from source documents initially keyed by another operator to verify accuracy, correct errors, insert missing information, and delete unnecessary information.

## RELATIONSHIPS WITH OTHERS

The Data Entry Control Technician has daily in-person contact with programmers and computer production personnel to coordinate and revise production schedules and to resolve production problems. Some employees in this class have occasional telephone contact with agency staff who request special reports, or with service technicians or vendors to discuss equipment maintenance or repairs.

## **SUPERVISION RECEIVED**

The Data Entry Control Technician receives general supervision from an administrative superior who assigns work orally and in writing through production schedules and users' special requests. Completed work is reviewed periodically through informal meetings to discuss conformance to production schedules and job standards and to resolve problems as they occur.

The Data Entry Control Technician is guided by desk procedures, job documentation manuals, and computer systems manuals in doing their work and solving errors in electronically stored data and equipment malfunctions. Agency administrative rules and State and Federal regulations provide guidelines for confidentiality and security of source documents.

## **KNOWLEDGE AND SKILLS (KS)**

General knowledge of data entry verification methods.

Basic knowledge of data entry control unit and related equipment.

Basic knowledge of data entry job instructions, formats, and levels of programs.

Basic knowledge of spoken and written English sufficient for office communications and to understand and give instructions to others.

Basic knowledge of general office procedures.

Skill to display leadership in order to obtain cooperation of subordinates in a team environment.

Skill to communicate effectively with superiors and associates.

Skill in training data entry operators.

Skill in scheduling and assigning work to meet production deadlines.

Skill in maintaining confidentiality of records processed.

Skill in working under pressure of production schedules and deadlines.

Skill in the operation of an alpha and numeric keystation of a data entry or on-line terminal.

Skill in typing (proficiency levels will be based on individual position requirements).

Skill in operating an adding machine.

Skill in interpreting and applying program information to others.

Skill in working independently.

**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

STATE OF OREGON

Dept. of Administrative Services

Human Resource Services Division