

DATA ENTRY OPERATOR

DEFINITION

To perform entry and verification work with the use of data entry and related equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Data Processing Operations Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Operate data entry equipment.

Key and verify payroll, STRS, EPIC, budget items, salary schedule, rosters, and County work.

Verify input data for form, format and other errors.

Burst and decollate computer printout reports.

Operate copy machine and collate reports.

Turn on keyprocessing system and bring up and take down.

Pick up and deliver computer tapes to and from various locations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Forms and formats common to data entry equipment; verifiers, collators, and related machines.

Modern office methods and procedures.

Record keeping and reporting procedures.

Skill to:

Operate data entry and related equipment rapidly and accurately.

Perform general clerical work.

Sustain close visual and mental attention in the performance of routine work.

Operate key-driven data input equipment at a rate of 7,000 characters per hour with errors in not more than five percent.

Understand and carry out both oral and written instructions in an independent manner.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

(Over)

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in the operation of data entry and verifying equipment.

Training:

Equivalent to completion of the twelfth grade supplemented by courses in the operation of data entry equipment.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.