

DATA ENTRY OPERATOR I

Positions in this class are responsible for transcribing data from a limited number of source documents or coded sheets to a form acceptable for input into electronic data processing machines. Work involves operation of keypunch, key to tape, and key to disk machines and teleprocessing terminals. Data is keyed at high speed with requirements for a high degree of accuracy and data can be entered with a minimum of training and instruction.

I. DIFFICULTY OF WORK:

Complexity- Each work assignment or batch is repetitive in nature until complete; however, a small number of source documents may necessitate that several input formats be memorized. Data elements are keyed as seen; corrections cannot be made without supervisory authority.

Nature of Instructions and Guidelines- Specific guidelines concerning data entry procedures are provided for each type of document to be entered. Guidelines are provided concerning timeframes and deadlines for keying data.

II. RESPONSIBILITY:

Impact of Action- Work is key verified by another or verified by comprehensive computer program edit routines. Employees are responsible for maintaining speed and accuracy as established by the supervisor.

Extent of Work Control, Review, and Supervision Received- Supervision is readily available but most assignments can be input with minimal instructions. Work is reviewed periodically on the basis of levels of speed and accuracy attained.

III. INTERPERSONAL COMMUNICATIONS:

Range and Diversity of Contacts- Contacts are generally with supervisor and employees within the unit. Contact with employees outside the unit or with the general public is infrequent or none at all.

Purpose and Nature- Contracts are usually for the purpose of receiving work assignments from the supervisor or to discuss with supervisor data elements **that** cannot be entered in the form presented.

IV. WORK ENVIRONMENT:

Work Setting- Work involves exposure to noise of data entry machines and fixed posture while entering data. Breaks are scheduled on a regular basis.

Exposure to Hazards- Work does not involve exposure to bodily hazards.

V. JOB REQUIREMENTS:

Knowledge, Skills, and Abilities- General knowledge of basic arithmetic and English grammar. General knowledge of basic office practices and procedures. Ability to type at a rate of 36 words a minute with accuracy. Ability to understand oral and written instructions. Ability to read printed words and numbers rapidly and accurately. Ability to enter routine and repetitive work within structured time schedule.

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Minimum Education and Experience- Graduation from high school; or an equivalent of education and experience. A high school equivalency certificate or clerical or data entry experience on a year for year basis may be substituted for formal education.

Special Note- This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.