

DATA ENTRY OPERATOR

Department: Varies
Classification: Competitive
Specification Number: 0250
Approved: 2/14/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs the input clerical phase of a data processing or information processing system by entering data from a variety of sources through a data entry device. Assignments are received in the form of written or typed material. The incumbent verifies accuracy of data previously transcribed by reentering source material or rereading the data that was already entered, or through edit reports and control totals. Work is performed under the direct supervision of a senior member of the data team. Performs related work as required.

TYPICAL WORK ACTIVITIES

Operates a keyboard on a data entry machine or personal computer to convert information from a variety of source material including financial, personnel and other records and reports;
Operates an optical scanner in conjunction with a personal computer to enter and save information;
Uses computer applications such as spreadsheets, word processing, e-mail and database software;
Verifies correctness of entered data;
Detects and deletes errors and reenters correct data;
May search, identify, and extract data from the machine or computer;
Operates ancillary equipment such as printers, backup tape drives and calculators;
Maintains information and records as they pertain to coding instruction changes;
May troubleshoot and repair basic equipment operation problems;
May clean and maintain movable parts of equipment;
Maintains files of source documents;
Keeps a log of work performed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of office practices and routines; working knowledge of the methods and equipment used in data entry; skill in operation of a standard keyboard; ability to read printed words and numbers rapidly and accurately; ability to make comparisons, identify and correct errors; physical condition commensurate with the demands of the position.