

SENIOR DATA ENTRY OPERATOR

Department: Varies
Classification: Competitive
Specification Number: 0260
Approved: 3/4/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience as a data entry operator in a data processing unit.

PROMOTIONAL

One (1) year of permanent competitive status as a Data Entry Operator.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class either supervises the work of a data entry unit, or independently performs more difficult and responsible data entry work. When supervising a unit, the employee is expected to participate in the work of the unit and to maintain, or assist in maintaining, a smooth work flow to and from the Data Entry Operators. The incumbent follows established routines and procedures and the work is reviewed in progress and upon completion for conformance with instructions or established procedures. Responsibility is included for instructing new personnel in data entry procedures. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises or assists in supervising Data Entry Operators;
- May keep records of work received and completed, and of each operator's production; may keep time sheets;
- Instructs new personnel in the operations of the data entry unit and equipment;
- Performs more difficult data entry work;
- Recommends improvements in existing work procedures;
- Assists in maintaining adequate work flow.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the methods and equipment used in the process of data entry; good knowledge of general office practices and procedures; skill in the operation of data entry equipment; ability to instruct and supervise in a manner conducive to full performance and high morale; ability to write reports and keep records; ability to maintain good working relationships with others; ability to establish procedure from written documentation; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.