

DATA ENTRY SYSTEMS OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is responsible for data entry analysis and preparation of forms for personal computer or mini based computer data entry systems. In addition, the incumbent is responsible for data entry as well as the electronic and physical maintenance of the records in those systems. The incumbent may be assigned to any one of a department's work shifts. May act in a lead capacity over a few subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes user department input forms for improved methods of entering data;

Enters, files, sorts, retrieves and maintains the electronic and physical records of input forms;

Maintains information and records as they pertain to coding instruction changes;

Keeps current all source code programs, data formats, files, disc logs, and master tapes;

Modifies format coding to meet new requirements;

Works with computer staff in evaluating the interface of new data entry programs;

Maintains all records entered into the data entry programs;

Confers with technical personnel for new and revised program applications;

Monitors work in process and stores completed data on discs;

Prepares completed data to be processed by computers;

Operates other data entry equipment;

Uses computer applications such as spreadsheets, word processing, e-mail and database software;

May train inexperienced operators in the procedures of operating the data entry processor;

May operate other departmental equipment;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the departmental procedures and policies pertaining to production, information and record keeping; thorough knowledge of the operation and application of

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)

personal computer and mini based data entry systems; good knowledge of the procedures governing the transcription and verification of data; knowledge of modern techniques and methods used in data entry formats and programs; knowledge of data entry control language and modern data processing terminology; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to communicate effectively both orally and in writing; ability to manipulate an alphanumeric keyboard with a high degree of accuracy; flexibility; accuracy; reliability; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma either (a) completion of a two year college course in data processing or computer science and one year of recent experience where the primary function of the position was in the use of either mainframe, mini or P.C. based computer applications; or (b) one year post-high school training in data processing or computer science and two years of experience as defined in (a) or; (c) three years of experience as stated in a) and b), one year of which must have been recent; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.