

SENIOR DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class audits documents/information to be entered, operates an alphanumeric keyboard to transcribe and enter data from a source document into a computer, and verifies entered or previously entered information. This is a non-production data entry position in which accuracy is more essential than speed. This position differs from Data Entry Operator in that this position exercises a degree of independent judgment, handles more complex matters and/or reviews the work of subordinates. The incumbent may be required to perform routine clerical tasks associated with departmental assignment. Supervision or instruction concerning programs, procedures or work assignments may be given to subordinates of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives and audits documents/information to be entered and may request additional or correcting information (i.e., may determine meter reading is high/low and request second reading);

Transcribes, enters, and verifies data from source documents into a computer (or magnetic discs or tapes);

Receives source documents from various departments and when necessary, returns improperly coded or incomplete documents to user departments for correction;

Scans source documents and transcribes selected data into a computer (or onto magnetic tapes or discs);

Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors;

Determines the cause of machine alerted signal while entering data and makes appropriate corrections;

Maintains files of source documents or other information relative to data entered;

Sets up new files and records;

Generates and reviews reports based on data entered;

Assists in (or performs) the filing and storage of security and back up data files;

Assigns work to individual operators and/or instructs operators regarding applicable programs and procedures;

Resolves questions concerning source documents and equipment use;

May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, postage meter, etc.);

EXAMPLES OF WORK: (Continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of departmental procedures used for transcription of data; good knowledge of the operation, use and functions of a standard alphanumeric keyboard; knowledge business arithmetic; familiarity with modern office procedures and terminology; ability to work with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; tact; accuracy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience where the primary function is in the use of computers to maintain records.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year to year basis for the two (2) years of work experience as described above.

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
Towns, Villages
Cities of Rye & Peekskill
Special Districts
J. C.: Competitive

Job Class Code: 0741
S741