DATA ENTRY OPERATOR

NATURE OF WORK

This is standardized work involving the operation of a data entry terminal.

Work involves the operation of a data entry terminal to input information from source documents and includes the verification and correction of input data. This class also includes the detection, identification and correction of errors in source documents. Work is performed in accordance with instructions and established procedures and is subject to close supervision when new or unfamiliar work is assigned.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a data entry terminal to input information from source documents; verifies and corrects input data.

Maintains the control and sequence of all source documents handled.

Reports irregularities such as machine malfunction and inconsistent or incomplete information on source documents to supervisor.

Maintains a variety of files and output reports.

May assist in the correction, control, and distribution of output reports and in the mailing of computer generated correspondence.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the operation of data entry equipment; graduation from high school supplemented by courses in business education and typing or a recognized course in data entry; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of the efficient operation of a data entry terminal.

Knowledge of general office practices and procedures.

Some knowledge of the capabilities of the system to which data is input and of related source documents.

Some knowledge of common error factors inherent in source documents and data entry operations.

Ability to read and key alpha and numeric data rapidly and accurately.
Ability to understand and carry out moderately complex and written instructions.

Ability to make arithmetical computations with speed and accuracy.

Ability to establish and maintain effective working relationships with outside contacts, officials, faculty, and other employees.

Skill in the operations of a data entry terminal.

0315
1992.12.08
Revised: 2004.01.05