

8290
DATA ENTRY OPERATOR 1

Nature of Work

Under direct supervision, at the entry level, rapidly and accurately transcribes dictation or alpha/numeric data from routine source documents into computer usable form by operating various types of computer systems; uses multiple formats as guidelines for proper entry of the data or dictation. Accessing and manipulating the data normally is not required. Shift work may be necessary. Performs related work as required.

Distinguishing Characteristics

Both Data Entry Operator 1 and 2 are production-intensive classes using multiple formats as guidelines for proper entry of the data. The work requires repetitive and sustained high speed operation of data entry devices, sitting for long periods of time at fixed posture, handling confidential information and working in a production environment under demanding time pressures. Data Entry Operator 1 is distinguished by entry level to full performance work of a routine nature. Data Entry Operator 1's enter information from a limited number of routine source documents into a limited number of screens. Performs related work as required.

Examples of Work

Types correspondence, reports, text and other written material from rough drafts, corrected copies, voice recordings, dictation, etc.

Enters posts, verifies, proofs and/or edits data or information into a computer system, log, ledger or database.

Transcribes dictation for a variety of reports.

Enters routine to complex data into various types of computer systems.

Follows procedures and established guidelines such as formats for entering data and/or dictation.

Posts to batch ticket or production log such information as the batch type, quantity, operator's name and section, data, number processed, number rejected, etc. after entering data.

May identify errors on the source documents and make necessary corrections.

Knowledge, Skills and Abilities

Knowledge of office procedures, practices and methods.

Knowledge of business English, spelling and arithmetic.

Skill in operating various types of office equipment and computer systems.

Ability to type accurately and rapidly and to edit documents without altering the intended meaning.

Ability to read equipment and departmental manuals and implement their instructions.

Ability to learn and/or to operate various types of computer systems.

Ability to understand and follow detailed instructions.

Ability to perform repetitive tasks accurately.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Graduation from a standard four-year high school or equivalent.

Established: 03/21/1996

Revised: 10/10/2017

Effective: 10/10/2017