

## 8291

### DATA ENTRY OPERATOR 2

#### **Nature of Work**

Under direct supervision, at the full performance level, rapidly and accurately transcribes dictation or alpha/numeric data from routine, complex, or rough source documents into computer usable form by operating various types of computer systems. Performs complex assignments such as transcribing information that is either read aloud or recorded into a usable format, entering detailed budgets and pay plans or data which deviates from a standard procedure according to changes in coded information. Accessing and manipulating the data is normally 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 constraints. Data Entry Operator 2 is distinguished from Data Entry Operator 1 by the performance of the employee when evaluated against several criteria such as strokes per hour, error rate, independently developing low-level format programs for new jobs and familiarity with multiple screens; the source documents are also considered in the evaluation.

#### **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.

Develops and maintains low-level format programs for new jobs.

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.

Verifies data entered by other operators using various types of computer systems. 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.

Knowledge of the operation of data entry equipment.

Knowledge of the data entry standards and formats used by the unit.

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 develop low-level format programs.

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.

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**DATA ENTRY OPERATOR 2 (cont'd)**

**Minimum Qualifications**

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

**Experience:** One year of full-time or equivalent part-time paid experience in data entry or transcribing dictation.

**Substitution:** (1) Completion of twelve hours in computer coursework from an accredited college or university

**OR**

(2) Completion of four courses in data processing, data entry and/or word processing from an accredited business or vocational school may substitute through an established formula for the required experience.

Established: 03/21/1996

Revised: 12/04/2001; 10/10/2017

Effective: 10/10/2017