DATA ENTRY EQUIPMENT OPERATOR
03100
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for using alphanumeric keyboards to enter or verify data from a variety of sources utilizing a variety of formats. This class differs from other clerical positions in that Data Entry Equipment Operators must spend the majority of their work time keying information using an alphanumeric keyboard. The information entered becomes part of the database of a variety of computers, both mainframe and microcomputers. Incumbents set up and use a variety of screen formats for data entry. Work is performed under general supervision of a higher level employee under clearly defined guidelines and established procedures of the department. The employee may occasionally perform other clerical tasks when required, but the primary responsibility of the class is the data entry. Supervision is not typically a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES

Enters data from a variety of sources to magnetic tape, discs, or directly into the computer by keying information using an alphanumeric keyboard.
Verifies data previously entered in order to detect errors by reentering or reading the data using the source documents.
Sets up machine as needed to begin work.
Identifies and retrieves information from the computer.
May search and extract data from computerized records.
May occasionally operate other office equipment.
May occasionally do standard office filing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the use and function of data entry equipment and its relation to a computer database.
Working knowledge of agency policy governing the entry of data.
Ability to manipulate an alphanumeric keyboard on a variety of data entry equipment with a high degree of speed and accuracy.
Ability to read and understand written information and directions provided in manuals and written procedures.
Ability to make comparisons, identify and correct errors.

MINIMUM QUALIFICATIONS

A. Three (3) months of work experience, or its part-time equivalent, in the operation of an alphanumeric keyboard to record data to a computer data base; or,

B. Successful completion of a training course in data entry equipment operation, keyboarding or a closely related field.

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