

DATA ENTRY OPERATOR I

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work involving responsibility for entering data into a visual display terminal. While the specific duties vary with the needs of the office, the incumbent provides keyboarding services in addition to a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. The work is performed under direct supervision and detailed instructions are given for new or difficult tasks. Supervision of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Enters data into terminal from forms and printed copy;
2. Receives and organizes data to be entered;
3. Proofreads, verifies, and reconciles computer reports;
4. Files cards, correspondence and similar materials;
5. Records changes and updates information files as necessary;
6. Performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, and maintaining office supplies, processing bulk mailings and similar activities;
7. May render assistance to members of the public, including assisting in record searches and providing copies of documents;
8. May perform occasional unskilled typing duties;
9. May perform a variety of clerical tasks as assigned;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of data entry terminal operation; working knowledge of office terminology, procedures and equipment; skill in operating office automation equipment sufficient to produce work accurately and efficiently; ability to operate a keyboard at not less than 35 words per minute; ability to understand and follow oral and written instructions; ability to provide basic information and direction to the public; ability to get along well with others; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six (6) months of clerical work experience.

SPECIAL REQUIREMENT:

Candidates must indicate typing or data entry experience, i.e., a course in typing or data entry, or typing or data entry work experience.

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ADOPTED: 05/22/80

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