

**CLASSIFICATION:** DATA ENTRY OPERATOR I

**Class Code:** 3031-03

**Date Established:** 06-22-73

**Occupational Code:** 1-1-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To enter required information from source documents into a computerized data bank by using data entry equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Operates data entry equipment to enter routine types of applications.
- Batches data and supporting documents to prepare them for microfilming or filing.
- Performs clerical duties upon assignment.

---

**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

**Knowledge:** Requires common sense understanding of instructions in performing a series of routine procedures.

**Impact:** Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

**Supervision:** Requires no supervision of employees or functions.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires minimal personal interaction or communication, including providing simple information in response to routine questions from employees within the agency.

**Complexity:** Requires a minimal combination of job functions, including performing frequently repeated tasks according to set procedures and standardized situations.

**Independent Action:** Requires minimal choice in performing routine duties under immediate supervision and in following simple instructions according to standardized policies and procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of two years of high school or its equivalent.

**Experience:** No experience required.

**License/Certification:** None required.

DATA ENTRY OPERATOR I

Page 2

**RECOMMENDED WORK TRAITS:** Ability to understand data processing routines and procedures. Ability to learn routine data entry operations. Ability to comprehend and follow written or oral instructions. Ability to establish and maintain harmonious working relationships with associates. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.