

CLASSIFICATION: DATA ENTRY OPERATOR II

Class Code: 3032-06

Date Established: 06-22-73

Occupational Code: 1-1-2

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To transcribe data from source documents for entry into a computerized data bank and to update information base.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Operates computerized equipment to transcribe and enter data and to store information in online data bank.
- Enters data from routine source documents onto appropriate computerized categories.
- Compares data from source documents to correct information in data base according to set procedures and standardized data entry situations.
- Maintains records and files according to standardized procedures.
- 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 understanding and using business or trades vocabulary or basic arithmetic to perform standard operating 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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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 making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D. or its equivalent, including or supplemented by a course in typing. Each additional year of approved formal education may be substituted for one year of required work experience.

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Experience: One year of clerical experience, including three months of operating data entry equipment.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of keying and data entry techniques. Knowledge of the uses and principles of codes. Skill in entering data into a word processing or computer system. Ability to type data accurately and rapidly. Ability to comprehend and follow 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.