

CLASSIFICATION: DATA ENTRY OPERATOR III

Class Code: 3033-08

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 and verify diversified data from source documents for entry into a computerized data bank with various types of applications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Enters diversified data for various types of applications into online computerized data bank.
- Verifies the data entered by other operators to ensure accuracy of computer run.
- Researches keying errors and corrects the information for processing.
- Uses computerized equipment for validation of source documents.
- Sorts and files data 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 responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

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 obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

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.

Experience: Two years' clerical experience, including six months of operating data entry equipment.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of keying and data entry systems. Knowledge of the uses and principles of codes and coded information. Skill in entering data into word processing or computer systems. 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.