DATA ENTRY OPERATOR I

NATURE AND VARIETY OF WORK

This is dually allocated entry level work involving the set up, operation, and formatting of a variety of data entry elements. Incumbents are normally assigned the less complex data operation work. Work is performed under close supervision and performance is evaluated in terms of accuracy and conformance with established procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs all of the required entry level duties and responsibilities related to the Data Entry Operator I class.

Assists with the review of data input and output for legibility, accuracy, and completeness.

Enters daily inspection results or other information into computer systems, e.g., voter registration records, permits, warrants/police information.

Learns to assist with error detection, data re-entry and/or information verification.

Assist with the maintenance of files in alpha-numeric order using color coded system where appropriate.

Learns to process documents received from various Court systems.

Assist with the completion of various forms, logs and work flow records.

Types such routine items as labels, addresses, letters, memoranda, etc.

Responds to telephone calls, assisting callers or directing them to the appropriate person for assistance.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of general clerical and office procedures and practices.

Knowledge of methods and techniques used in data entry operation.

Knowledge of basic principles of data processing.

Ability to communicate effectively both orally and in writing.

Ability to maintain good work relationships with other employees and the general public.

Ability to type at a rate acceptable to management.

Ability to follow oral and written instructions.

Ability to memorize and work from complex coding and tabulating procedures.

MINIMUM QUALIFICATIONS

Must be high school graduate with completion of course work or training in keypunch or data processing and three (3) months of clerical experience which includes typing or data entry. Any equivalent combination of relevant education, training and experience will also be accepted.

EXAMINATION

Applicants may be required to pass written, performance or other tests.

CREATED: 9/74
REVISED: 10/88