

DATA ENTRY OPERATOR II

NATURE AND VARIETY OF WORK

This is full performance level work involving the set up, operation, and formatting of a variety of data entry elements. Assignments may also include responsibility for the leading, assisting, assigning, checking, and training of subordinate level data entry operators. Incumbents are normally assigned the more complex and/or first run programs. Assignments are performed with considerable independence working under general supervision. Performance is evaluated in terms of accuracy and conformance with established procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs all of the required duties and responsibilities related to the Data Entry Operator II class.

Accepts and reviews 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, etc.

Detects and corrects data errors.

Records data/information into daily logs to ensure control of various documents.

Maintains files in alpha-numeric order using color coded system where appropriate.

Receives and processes warrants and other documents from various Court systems.

Completes various forms, logs and work flow records.

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

Answers questions and provides general operating assistance for less experienced source data operators.

Responds to telephone calls, assists callers or directs 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 have satisfactorily completed probationary period as Data Entry Operator I; or, high school diploma or G.E.D. certificate with completion of course work in keypunching or data processing and six (6) months of experience involving typing and data entry/keypunching. Any equivalent combination of relevant education, training and experience will also be accepted.

EXAMINATION

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

CREATED: 9/74

REVISED: 10/88