

Department: In all Civil Divisions
Classification: Competitive
Grade: 4

SPEC DISK F2
DOCUMENT 01

DATA ENTRY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for routine office work requiring care and accuracy in the operation and minor adjustment of a data entry machine in processing and/or verifying data for computer use. An incumbent manipulates an alphanumeric keyboard to transcribe data from source documents to either punched cards, magnetic tape, disc or directly into a computer. Assignments are received in the form of written or typed information to be transcribed to cards, tape or disc. The activities of employees in this class provide direct support to professional and technical staff operating an agency's data processing equipment. The work is performed either under supervision of a higher level operator or other superior. Supervision over the work of others is not normally a responsibility of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Scans source documents and transcribes selected data onto magnetic tape, data cards; disc or directly into the computer by manipulating the alphanumeric key portion of the machine in accordance with specific program instructions;

Locates proper source data files and makes changes, additions or corrects errors;

While entering data, when alerted by a machine signal, determines the cause of the signal and either makes appropriate corrections or notations on the source document as to the source of the error;

Sets up transcribing machine by inserting program cards or by manipulating keys and switches to program the machine to a special format;

Compares data transcribed, where appropriate as displayed on a visual cathode ray screen with the source document and corrects any errors;

Returns all erroneously punched cards and improperly coded or incomplete documents to either the supervisor or other predetermined source;

May be required to learn how to operate computer as backup in event of absence of technical personnel;

Completes "batches" of source documents, records specific information on work sheets and indicates completion of the work on the batch;

Verifies data previously transcribed or entered in order to detect errors by reentering the data using the same source documents originally used;

May, on occasion, search and extract data from computerized records;

Records requested information on an appropriate form or other document or relays the data to the requestor orally;

Prepares the data recording machine by loading and by depressing specific keys and operating specific switches;

Periodically cleans and maintains external moving parts of the machine by applying cleaning solution with pads and dry cloths, replacing ribbons, tapes, reels of paper, and removing jammed cards;

May type reports, forms, envelopes and related documents when not engaged in data entry machine operation;

Notifies supervisor when machine malfunctions;

Performs routine coding, sorting, and tabulating of source documents in preparation for entering data in the machine;

May operate a decollator, burster, and related input equipment;

Prepares records and reports related to the work.

DATA ENTRY MACHINE OPERATOR - CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry machine operation; ability to operate data entry machines with a satisfactory degree of speed and accuracy; ability to understand and follow simple oral and written directions; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Employees permanently employed in a competitive class clerical position for a minimum of six (6) months who meet the minimum qualifications.

OPEN COMPETITIVE: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience in the operation of a data entry, key punch or word processing machine; or
- (b) Three years of clerical experience in the operation of a data entry, key punch or word processing machine; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

REVISED - 02/16/95

Department: In all Civil Divisions
Classification: Competitive
Grade: 3

SPEC DISK F9
DOCUMENT 45

DATA ENTRY MACHINE OPERATOR - IN TRAINING

DISTINGUISHING FEATURES OF THE CLASS: This is a training position for the reassignment of employees permanently employed in a competitive class clerical position. Term of appointment is limited to one year during which time the employee is required to satisfactorily complete a training program in the operation of data entry, key punch or word processing machine. Upon completion of the traineeship, candidates will be eligible to compete in a Civil Service non-competitive examination for permanent competitive status as a Data Entry Machine Operator.

MINIMUM QUALIFICATIONS:

Employees permanently employed in a competitive class clerical position for a minimum of six (6) months.

Department: In all Civil Divisions
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SPEC DISK F9
DOCUMENT 45

DATA ENTRY MACHINE OPERATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: In accordance with the Civil Service Rules, if an Eligibility List is not available, a temporary appointment may be made to this trainee position. Term of appointment is limited to one year during which time the employee is required to satisfactorily complete a training program in the operation of data entry, key punch or word processing machine. Upon completion of this traineeship, candidates will be eligible to compete in the continuous recruitment, open-competitive examination for permanent competitive status as a Data Entry Machine Operator.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Satisfactory completion of a course in computer science is desirable.

AMENDED 03/12/87