SENIOR DATA ENTRY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for moderately   difficult clerical work involving the full time or substantial part-time operation of data entry machines in processing and/or verifying data for computer use.   The incumbent manipulates an alphanumeric keyboard to transcribe data from source documents to either punched cards, magnetictape, disc or directly into a computer. Assignments are received in the form of written or oral information to be transcribed to cards, tapes, or discs.   The work requires a general understanding of specific law, office rules, procedures, and policies.   For the most part, work is performed under general supervision and calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases.   Supervision may be exercised over the work of one or more clerical assistants.   The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a video display computer terminal by manipulating the alphanumeric key portion of the   computer in accordance with specific program instructions;

Assigns work, reviews and records work done, and instructs new employees in specialized data entry   machine processing;

Inspects computer input, corrects errors and insures that corrections are made;

Instructs Data Entry Operators in the application of difficult codes and transcribing procedures;

Reviews and evaluates operator performance regarding additional training needs and relays   information to supervisor;

Trains new data entry machine operators;

May operate related input equipment;

Determines the cause, if alerted by a machine signal, and makes appropriate corrections or notations   on the source document as to the source of the error;

Prepares records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of the theory and practices od data entry machine operation; ability to operate data entry machines with a satisfactory degree of speed and accuracy; ability to understand and follow oral and written directions; clerical aptitude; ability to assign and supervise the work of others;   physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

OPEN COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma; and either

SENIOR DATA ENTRY MACHINE OPERATOR - Continued

(a) Two years of clerical experience in the operation of a data entry, key punch or work processing machine; or

(b) An equivalent combination of training and experience.

AMENDED 03/12/87