

SENIOR DATA ENTRY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in the manipulation of an alphanumeric keyboard and the transcription of data from source documents to either magnetic tape, disc or directly into a computer. The work is carried out in accordance with established procedures and entails responsibility for the adequate flow of work according to schedule, the recognition of problems and initiation of corrective action and the endurance of the proper maintenance of equipment. The work is performed under the general supervision of the department head or designated supervisor. Supervision is exercised over the work of Data Entry Machine Operators.

TYPICAL WORK ACTIVITIES:

Determines work priorities and makes assignments in relation to workloads and available personnel;
Works with programming staff to develop entry formats;
Provides instructions to personnel concerning programs, equipment and procedures; answers questions from operators and users;
Compiles routine reports pertaining to the work and maintains necessary records;
Inspects data for accuracy;
Coordinates with other departments relative to scheduling, production, equipment use, and problems encountered;
Resolves errors and problems that may arise within the unit;
Performs the duties of a Data Entry Machine Operator, including but not limited to: Scans source documents and transcribes selected data onto magnetic tape, disc or directly into the computer by manipulating the alphanumeric key of the machine;
Locates proper source data files and makes additions, changes or deletions of data as directed;
Verifies data previously transcribed or entered in order to detect errors by re-entering the data using the same source documents originally used.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of the theory and practices of data entry machine operation;
Good knowledge of department functions and services;
Ability to manipulate an alphanumeric keyboard with a high degree of speed and accuracy;
Ability to establish priorities and to maintain an effective work flow;
Ability to promote and maintain effective departmental and public relations;
Ability to maintain reports, logs and files;
Ability to perform close, detail work involving considerable visual effort and strain;

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Clerical aptitude;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Two years of full-time paid experience in the operation of key punch or data entry machines.

NOTE: Completion of a program in data processing at an approved trade, technical business school or college may be substituted for experience on a month for month basis up to a maximum of one year.