

DATA ENTRY OPERATOR

DEFINITION

Under supervision, to perform duties related to inputting data to a computer in both mainframe and PC applications and to do related work as required.

EXAMPLES OF DUTIES

Enters data from invoices, machine printouts, rough drafts and standardized forms using defined procedures; identifies possible error conditions with hardware or data and refers to supervisors for investigation; may assist in operating random access devices such as printers and telecommunication equipment; assists in performing data input control functions; may train, assign work, and assist other employees performing entry tasks; prepares computer input making certain it is prepared correctly and timely for computer processing; assists in reviewing and setting up new work procedures; provides assistance to users both on-line and remote, "help desk" and clerical staff.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to six months of full-time experience entering data in either a mainframe or PC environment.

Knowledges and Abilities: Working knowledge of equipment and methods used within a data entry and control area of a computer facility; ability to read and record information on a computer rapidly and accurately; ability to recognize errors and inconsistencies in material to be entered; ability to perform with accuracy from prescribed procedures; ability to plan, assign, train and direct the work of other operators; ability to maintain related control records; ability to communicate effectively in person and on the telephone; ability to perform related duties.