

**CLASS TITLE: ASSISTANT SUPERVISING
DATA ENTRY OPERATOR**

**Class Code: 02420300
Pay Grade: 14A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the planning and supervision of the work of Data Entry Operators; to operate data entry equipment and computer peripheral; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received; work is reviewed usually upon completion for accuracy and efficiency of operation.

SUPERVISION EXERCISED: Assists in planning, organizing, assigning and reviewing the work of a staff of Data Entry Operators; work reviewed in process and upon completion for accuracy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the planning and supervision of the work of Data Entry Operators engaged in entering and verifying data on computer terminals or other data entry devices.

To operate printers and other computer peripheral devices..

To clean, install ribbons and make minor adjustments to printers and other peripheral equipment.

To check the work of other operators in process and upon completion to insure conformance to directions, speed and maintenance of production standards.

To assist in conducting an in-service training program relating to data entry/verification operations and procedures.

To assist in maintaining files and related records.

To assist in the development of data entry codes.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation and care of data entry and computer peripheral equipment and the ability to operate such equipment with speed and accuracy*; the ability to perform mathematical computations; the ability to assist in the planning, assigning and reviewing of the work of persons engaged in various data entry and verifications operations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of twelve school grades; and

Experience: Such as may have been gained through: employment involving the operation of data entry equipment with some responsibility in assisting the planning and supervising of the work of Data Entry Operators.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

***NOTE:** 35 net WPM-5 minutes

Class Revised: December 13, 1992

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