

**CLASS TITLE: DATA ENTRY OPERATOR**

**Class Code: 02420200**

**Pay Grade: 10A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform data entry work of a difficult and responsible nature involving the use and operation of data entry/ verification equipment; and to do related work as required.

**SUPERVISION RECEIVED:** Detailed instructions are received at the beginning of work assignments; work is reviewed in process and upon completion for accuracy and efficiency of operation.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform data entry work of a difficult and responsible nature involving the use and operation of data entry/verification equipment.

To verify the correctness of processed data.

To detect and report any machine malfunctions.

To perform simple clerical work, maintain files and compile routine reports.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices and procedures involved in providing data entry services involving the use and operation of data entry/verification equipment; the ability to operate such machines with speed and accuracy\*; the ability to perform simple arithmetic computations; the ability to carry out oral and written instructions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving the operation of data entry equipment.

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: October 7, 1990

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