

Classification and Qualification STANDARDS

Data Entry Operator Series

Class Title	Class Code	Date Revised	FLSA
<i>Data Entry Operator Trainee</i>	1421	06-01-2013	<i>Non-Exempt</i>
<i>Data Entry Operator</i>	1418	01-01-1978	<i>Non-Exempt</i>
<i>Senior Data Entry Operator</i>	1416		<i>Non-Exempt</i>

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Data Entry Operators key data from coded documents for data processing systems. This normally includes operation of one or more of the following: keypunch machines, key-to-disc or key-to-tape consoles, and preparation of the required machine-control programs for these devices. Incumbents also verify the accuracy of keyed data; perform sorting or tabulating operations; prepare time reports and tallies of work processed; and may perform a variety of related clerical assignments.

Data Entry Operator Trainee – This is the entry level of the series. Incumbents with limited or no experience participate in on-the job training to acquire the necessary knowledge and skills for the performance of the required tasks prior to consideration as Data Entry Operator. The duration of the training period is from three to twelve months, but does not exceed one year. Upon successful completion of the program, as determined by campus evaluation and classification review processes, the trainee advances to the Data Entry Operator classification. Incumbents do not earn permanent status at the trainee level.

Data Entry Operator – This is the journey-level classification in the series, capable of performing the full range of Data Entry Operator assignments.

Senior Data Entry Operator – Incumbents perform the more difficult assignments and may lead the lower two levels.

DATA ENTRY OPERATOR TRAINEE

This is the entry classification for data entry work. Under immediate supervision, incumbents learn to operate key punch machines, key-to-disc or key-to-tape consoles. Incumbents with limited or no experience participate in on-the-job training to acquire the necessary knowledge and skills for the performance of the required tasks prior to consideration as Data Entry Operator. Incumbents also may receive training in, and may perform, routine clerical and tabulating machine work as appropriate. After successful completion of training at this level, incumbents who have demonstrated the ability to perform at the journey level shall be eligible for consideration as a Data Entry Operator.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Familiarity with the typewriter or keyboard.

Ability to read and write at a level appropriate to the duties of the position; demonstrate aptitude for keypunch or key entry machine operation; compare names and numbers rapidly and accurately, and follow directions.

DATA ENTRY OPERATOR

Under general supervision, incumbents operate the full-range of data entry machines used by the unit. Typically, incumbents enter data from code lists or reports to a specified media format; verify the keyed data or edit data for accuracy; apply codes to materials to be run; batch posting documents and balance batch totals; prepare time reports and tallies of work processed; perform sorting or tabulating operations; file and check tabulation cards and, as required, perform related clerical functions.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

General knowledge of data entry machines and their operation.

Demonstrated ability to key enter from average copy at the rate of not less than 7,000 strokes per hour with an error rate not to exceed 0.5% of the characters entered on a standard data entry device.

Ability to match numbers and names quickly and accurately; keep simple records and make simple reports; trace and correct routine clerical recording and processing errors; read and write at a level appropriate to the duties of the position, and perform mathematical calculations where required.

Experience:

Equivalent to six months experience in the operation of key data entry/verifier machines; such experience may be in a trainee capacity.

SENIOR DATA ENTRY OPERATOR

Under general supervision, incumbents plan and direct the work of a data entry unit and may lead the performance of other Data Entry Operators; assist in the recruitment and selection of Data Entry Operators; train new operators and participate in the evaluation of staff; assure that equipment is kept in a good state of repair and that operators perform required equipment housekeeping; maintain workload and batch control records; recognize problems in source documents bringing them to the attention of management or designated user liaison; maintain adequate inventory of supplies, and may perform Data Entry Operator functions in addition to lead responsibilities.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of key data entry/verifier machine operations; general knowledge of key data equipment maintenance.

Ability to operate data entry machines used by the unit; lead and plan the work of others; train co-workers; interview and recommend selection of new personnel; trace routine recording and processing errors; project needs for office equipment and supplies; read and write at a level appropriate to the duties of the position, and perform mathematical calculations where required.

Experience:

Equivalent to two years of experience in the operation of key data/verifier machines.