DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine office work requiring care and accuracy in the operation of an alpha-numeric keyboard to enter, update and verify various types of data in a computerized database. The activities of employees in this class provide direct support to professional and technical staff. The work is performed under supervision of a higher level employee. Supervision over the work of others is not a responsibility of employees in this class. A Data Entry Operator does related work as required.

TYPICAL WORK ACTIVITIES:

- Locates proper source data and makes changes, additions, deletions or corrects errors;
- Operates keyboard or other data entry device to enter data into computer;
- Enters alphabetic, numeric or symbolic data into computer per software format;
- Compares data entered with source documents and/or re-enters data to verify and detect errors;
- Deletes incorrectly entered data and re-enters correct data;
- May compile, sort and verify accuracy of data to be entered;
- May search data in computerized databases or records;
- May type correspondence, documents, records and other written material using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry machine operation; demonstrated ability to operate an alpha-numeric keyboard, such as a word processor or personal computer, with a satisfactory degree of speed and accuracy; ability to understand and follow simple oral and written directions; ability to perform close detail work involving considerable visual effort; clerical aptitude; physical condition sufficient to perform the essential functions of the position.

<u>MINIMUM QUALIFICATIONS</u>:

A.)   Six months experience in the operation of a personal computer;

<div align="center">OR</div>

B.)   Successful completion of a course involving the use of personal computers.

PROMOTION: Six months of permanent competitive class service in a lower grade clerical position.

<div align="center">CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION</div>

Revised: 2/18/99; 11/23/2020