

## **DATA ENTRY MACHINE OPERATOR (Non-Production)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for tasks requiring care and accuracy in the entry, processing and retrieval of various types of data. Incumbents, depending upon the location of the position, spend a varying amount of their time operating a personal computer. The remainder of the incumbent's work involves the performance of clerical duties and/or administrative tasks in accordance with their office's operations. The activities of employees in this class provide direct support to professional and technical agency staff. The work is performed under the direction of a designated supervisor, following well defined and structured procedures. Supervision is not a responsibility of this class. Incumbents perform related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Locates, prepares and makes changes, additions or corrections to source material prior to data entry;
- Returns improperly coded or incomplete documents to either the supervisor or other predetermined source;
- Enters data into proper database, spreadsheet, welfare management system, etc. to create and update records;
- Visually compares data previously entered and printed on computer-generated copy with source documents to identify and correct errors;
- Searches and retrieves data from computerized records;
- Records requested information on an appropriate form or other document or relays the data to the requestor;
- May be required to learn how to operate computer equipment as back-up in event of absence of technical personnel;
- Produces a variety of printouts, letters and forms as requested by professional and/or technical staff;
- Notifies supervisor of machine malfunctions;
- Performs clerical duties and/or administrative tasks as needed;
- May serve as a receptionist when necessary;
- May operate printer, typewriter, copier and/or other office equipment;
- May clean and maintain computer and other office equipment

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment, ability to maintain accuracy in processing data using a computer keyboard; ability to operate a personal computer and utilize common office software programs; ability to understand and follow simple oral and written directions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; clerical aptitude; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**Either (A)** Graduation from high school or possession of a high school equivalency diploma;

**Or (B)** Two (2) years of clerical, data processing, or keyboarding experience.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

Competitive Class

Adopted 12/12/1995 PO

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