

DATA ENTRY MACHINE OPERATOR (Production)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for tasks requiring speed and accuracy in the operation and minor adjustment of a data entry machine in processing data for computer storage. An incumbent manipulates an alphanumeric keyboard with a high sense of speed and accuracy to transcribe data from source documents to magnetic tape, disc or directly into a computer. Assignments are received in the form of written or typed information to be transcribed to tape or disc. The activities of employees in this class provide direct support to either professional and technical staff operating an agency's data processing equipment or to staff entering and accessing information in a computer. The work is performed either under supervision of a senior level operator or other superior. Supervision over the work of others is not normally a responsibility of employees in this class. An incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Scans source documents and transcribes selected data onto magnetic tape, disc or directly into the computer by manipulating the alphanumeric key portion of the machine in accordance with specific program instructions;
- Sets up transcribing machine by inserting program cards or by manipulating keys and switches to program the machine to special format;
- Operates printers to collect output material and attaches to source document for distribution;
- Compares data transcribed, where appropriate, as displayed on a visual cathode ray screen with the source document and corrects errors;
- Returns erroneously coded or incomplete documents to either the unit supervisor or other predetermined source;
- May be required to learn how to operate computer equipment as back-up in event of absence of technical personnel;
- In absence of senior operator, completes logs of source documents;
- Records specific information on work sheets and indicates completion of the work on the logs;
- Searches and extracts data from computerized records by manipulating machine keyboard in accordance with preset instructions;
- Records requested information on an appropriate form or other document or relays the data to the requestor orally;
- Prepares the data recording machine by loading and by depressing specific keys and operating specific switches;
- Periodically cleans and maintains external moving parts of the machine by applying cleaning solution with pads and dry cloths, replacing ribbons, tapes, reels, or paper;
- May type and file reports, forms, envelopes and related documents when not engaged in data entry machine operation;
- Notifies supervisor when machine malfunctions;
- Prepares records and reports related to the work;
- Collects source documents for data entry from other units and distributes them when processed.

FULL PERFORMANCE KNOWLEDGE, 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; ability to operate data entry machines with a high degree of speed and accuracy; ability to understand and follow simple oral and written directions; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either - (A)** Six months of experience in the operation of a data entry or keypunch machine;
- Or (B)** Satisfactory completion of a course in data entry or keypunch machine operator;
- Or (C)** An equivalent combination of training and experience as indicated in (A) or (B).