

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV12211
Job Class Code:	420	Salary Schedule:	ASRRDATA
EEO Category:	06	Grade:	08
Workers Comp Code:	8810		

Job Code Established:	09/29/69	Effective Date:	09/26/69
Job Code Revised:	01/02/01	Effective Date:	01/01/01

JOB CODE SERIES: Data Entry Operator Series

JOB CODE TITLE: DATA ENTRY OPERATOR II

HRIS TITLE: DATA ENTRY OPER II

CHARACTERISTICS OF THE CLASS: Reports to Data Entry Supervisor. High noise level. Required to achieve and maintain an established keystroke level. Operates a variety of data entry equipment from varied and complex source documents; may operate a console in a computer-assisted data entry system; may make basic format changes; must meet established productivity standards as appropriate to varying applications and difficult data entry and verifying applications and difficult data entry and verifying operations.

EXAMPLES OF DUTIES: Operates a keyboard on a data entry device, punching input data on cards or tape or inputting into data terminal. Encodes information and transmits it to a computer-based system by operating data entry equipment. Examines source documents for data processing input and compares with specific standards. Sorts, separates and codes data in accordance with established methods and format. Makes basic format changes, applicable to assigned source documents and user agency program. Performs data preparation by sorting, filing, compiling information, documents and reports. Operates a console in a computer-assisted data entry system. Performs related work as required.

WORK RESULTS/PRODUCTS: Data recorded and verified from a variety of source documents; resource material revised.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: data entry equipment capabilities; verification process of entered information; restoring a system to operating mode following a malfunction; general office procedures and practices.

Skill in: operation of data entry equipment.

Ability to: do timely completion of difficult and complex data entry operations; sustain productivity standards; function as a lead operator in a card punch environment; verify processed source documents; communicate verbally and in writing.

SPECIAL SELECTION FACTOR: May require the ability to pass a typing or data entry test.