

CLASSIFICATION SPECIFICATION

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|------------------------------|-----------------|-------------------------|-----------------|
| FLSA: | NEXP | Job Code: | ACV12212 |
| Job Class Code: | 420 | Salary Schedule: | ASRRDATA |
| EEO Category: | 06 | Grade: | 09 |
| Workers Comp Code: | 8810 | | |
| Job Code Established: | 09/29/69 | Effective Date: | 09/29/69 |
| Job Code Revised: | 01/02/01 | Effective Date: | 01/01/01 |

JOB CODE SERIES: Data Entry Operator Series

JOB CODE TITLE: DATA ENTRY OPERATOR III

HRIS TITLE: DATA ENTRY OPER III

CHARACTERISTICS OF THE CLASS: Reports to Data Entry Supervisor. Required to achieve and maintain an established keystroke level. High noise level. Operates a variety of data 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 operations. (Used only in agencies with specific production standards.)

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: complete difficult and complex data entry operations by established deadlines; meet and sustain productivity standards; verify processed source documents; communicate verbally and in writing; function as a lead operator in a card punch environment.