

DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the operation of data entry equipment . The work is performed under direct supervision. Supervision over the work of others is not generally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variedly of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as, other related activities not described.

Operates an alpha-numeric data entry machine to transmit data from source documents onto storage disk;

Verifies data entered against source documents to ensure accuracy in keying;

May occasionally operate a computer terminal;

May occasionally perform minor maintenance on data entry equipment;

Performs a variety of related clerical and typing duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; ability to operate a data entry machine at a reasonable rate of speed with a minimum of errors; ability to understand and carry out written and oral directions; manual dexterity; 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, and satisfactory completion of a course in the operation of data entry machines; **OR**
- B. Six (6) months full-time paid, or its' part-time equivalent, experience in the operation of data entry machines.

ULSTER COUNTY
2080 DEO
Classification: Competitive
Grade: 8
Union: CSEA

Revised: November 6, 1992