

DATA ENTRY OPERATOR/ TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the operation of data entry equipment. In addition, the incumbent, when not operating a terminal, may be assigned clerical tasks including filing, typing reports and similar materials, and receptionist duties. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety 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;

Types reports and similar materials;

May requisition supplies and order supplies;

Performs a variety of related clerical duties;

May gather resource data for reports as directed.

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; ability to type at an acceptable rate of speed; 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. Two (2) years clerical experience involving typing and including six (6) months experience in the operation of data entry machines.

ULSTER COUNTY
2100 DEO/TYP
Classification: Competitive
Grade: 8
Union: CSEA

Adopted: March 2, 1984
Revised: December 22, 1993