

DATA ENTRY OPERATOR II

Positions in this class are responsible for transcribing data from a large variety of source documents and coded sheets to a form acceptable for input into electronic data processing machines. Work involves operation of keypunch, key to tape, key to disk machines, OCR typewriters, and teleprocessing terminals. Data is keyed at high speed with requirements for a high degree of accuracy.

I. DIFFICULTY OF WORK:

Complexity - Each work assignment or batch is repetitive in nature until complete; however, a wide variety of source documents or several comprehensive documents may require numerous data entry formats and data codes that may be learned. Data elements are usually keyed as seen; changes are made only if mistakes are obvious.

Nature of Instructions and Guidelines- Specific guidelines concerning data entry procedures are provided for each type of document to be entered. Source documents that vary from standards are referred to supervisor. Guidelines are provided concerning timeframes and deadlines for keying data.

II. RESPONSIBILITY:

Impact of Action- Work is usually key verified by another operator or verified by comprehensive computer program edit routines. Errors can occur which have adverse organizational impact, but employees are not held fully responsible for impact of errors, only for entering data within standards of accuracy.

Extent of Work Control, Review, and Supervision Received- Supervision is readily available; non-standard assignments generally require instructions; work is reviewed periodically on the basis of levels of speed and accuracy attained.

III. INTERPERSONAL COMMUNICATIONS:

Range and Diversity of Contacts- Contacts are generally with supervisor and employees within the unit. Contact with employees outside the unit or with the general public is infrequent or none at all.

Purpose and Nature- Contracts are usually for the purpose of receiving work assignments from the supervisor or to discuss with supervisor data element that cannot be entered in the form presented.

IV. WORK ENVIRONMENT:

Work Setting- Work involves exposure to noise of data entry machines and fixed posture while entering data. Breaks are scheduled on a regular basis.

Exposure to Hazards- Work does not involve exposure to bodily hazards.

V. JOB REQUIREMENTS:

Knowledge, Skills, and Abilities- Skill in the rapid and accurate keying and verifying of data from coded sheets and source documents. Considerable knowledge of the methods of operation of combination alphabetic and numeric data entry and verifying machines. General knowledge of office procedures and methods, including the filing and processing of cards. Ability to read printed words and numbers rapidly and accurately. Ability to understand oral and written instructions.

NC 00109
OSP 9/78

Ability to understand coding of source data. Ability to enter routine and repetitive batches of data from a variety of source documents within structured time schedules.

Minimum Education and Experience - Graduation from high school and six months of experience as a data entry operator or typist; or an equivalent of education and experience. A high school equivalency certificate or clerical or data entry experience on a year for year basis may be substituted for formal education.

Special Note- This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.