

DATA ENTRY OPERATOR III

Work in this class involves operation of an alpha numeric key entry machine. Examples of machines operated include keypunch, key to tape, key to disk machines, OCR typewriters, and teleprocessing terminals. Work at this level also requires a substantive knowledge of source data and the constraints of the data entry system in order to correct data or format errors.

I. DIFFICULTY OF WORK:

Complexity- Work assignments require review of source documents or computer edit listing for the purpose of correcting data or format errors. Source documents are not subject to frequent change but types and sources of errors vary considerably. Analysis may be required to determine exact nature of errors and a knowledge of the source data or the organization from which data originates is required in order to correct errors. Entry of data may require memorization of a large number of data entry formats and data codes.

Nature of Instructions and Guidelines - Written procedures are usually available for data entry functions. Oral and written guidelines are usually available to assist in error correction, but judgement is required in determining best path of search and in selecting correct data elements.

II. RESPONSIBILITY:

Impact of Action- Failure to resolve data errors results in costly delay to users of the data. Failure to correct data properly can result in additional costly utilization of computer time.

Extent of Work Control, Review, and Supervision Received- Supervision is readily available for problems which are of unusual nature which could cause considerable delay in resolution. Most data errors are identified, solved, and entered without supervision.

III. INTERPERSONAL COMMUNICATIONS:

Range and Diversity of Contacts- Contacts are frequent with personnel units, divisions, or organizations where source data originates.

Purpose and Nature- Work relationships require seeking assistance in determining probable source of error and in getting errors corrected. Employee may also explain reasons for errors and instruct in methods or procedures for avoiding future errors in recording data.

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 operation of technologically current data entry equipment. Considerable knowledge of office procedures and methods of work processing in a data entry unit. Considerable knowledge of the source data and operations of units from which source data originates.

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Ability to independently exercise judgement in correcting or completing data errors or omissions.
Ability to enter data with accuracy at high speed given consideration for time required for judgment and the difficulty of transcribing source data.

Minimum Education and Experience- Graduation from high school* and two years of work experience at least one of which was as a data entry operator or typist and an additional year directly related to the organizational unit or computer system of which knowledge is required to edit and complete source data; 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.