

DATA ENTRY SPECIALIST

Work in this limited one use class involves operation of an alpha numeric key entry machine in specialized situations where data must be entered without secondary verification by another operator or in cases where stringent edit routines cannot be designed to catch operator errors. Work requires constant attention to avoid errors that can have adverse effect on the organization.

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 must be learned. Data elements are usually keyed as seen; changes are made only if mistakes are obvious. Limited judgement may be exercised in correcting and reentering data.

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

II. RESPONSIBILITY:

Impact of Action- Work is not verified by another operator nor can comprehensive computer program edit routines effectively catch the majority of input errors. Data entered is of a nature that data errors may result in significant inconvenience or cost to the organization or general public. Data must be entered with extra care and constant attention.

Extent of Work Control, Review, and Supervision Received- Supervision is readily available; non-standard assignments generally require instructions; work is reviewed periodically with special emphasis on accuracy of data entered although a reasonable speed of entry must also be maintained. Data entry errors are usually brought to the attention of the employee by the supervisor.

III. INTERPERSONAL COMMUNICATION:

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- Contacts are usually for the purpose of receiving work assignments from the supervisor or to discuss with supervisor data elements that cannot be entered in the form presented.

IV. WORK ENVIRONMENT:

Work Setting- Work involved 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 rapid and accurate keying and verifying of data from coded sheets and source documents. Considerable knowledge of the methods of operation and 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. Ability to understand coding of source data. Ability to enter sensitive or very important data at high speed with accuracy for prolonged periods without additional verification or edit.

Minimum Education and Experience- Graduation from high school and one year of experience as a data operator or typist; or an equivalent combination of education and experience. A high school diploma 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 the 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.