

SENIOR DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting in supervising and directing the operation of a data entry unit. The work is performed under general supervision. Supervision may be exercised over the work of Data Entry Operators.

TYPICAL WORK ACTIVITIES:

Assists in the setting up and maintaining of job and format files;

Assists in the maintenance of statistics on operator productivity;

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

Verifies data entered against source document, to ensure accuracy in keying;

Operates computer terminals;

Performs a variety of related clerical and typing duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; ability to operate data entry equipment at a reasonable rate of speed with a minimum of errors; ability to understand and follow written and oral instructions of a technical nature; ability to supervise; clerical aptitude; accuracy and dependability.

MINIMUM QUALIFICATIONS:

- (A) Two years of full-time experience as a data entry operator*; or
- (B) One year of experience as indicated in (A), plus satisfactory completion of post high school course work in data entry, computer programming or related field: or
- (C) An equivalent combination of training and experience as indicated in (A) and (B).

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***SPECIAL NOTE:**

Completion of post high school education in the area of data entry, computer programming or a related field can be substituted for the above experience on a year-for-year basis.