

## DATA ENTRY OPERATOR/STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Operates an alphanumeric keyboard to transcribe data from a source document directly into a computer (or to magnetic discs or tapes) and verifies previously transcribed or entered data; takes dictation, transcribes notes using an alphanumeric keyboard, and performs a wide variety of related clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class audits documents/information to be entered, operates an alphanumeric keyboard to transcribe and enter data and verifies entered or previously entered information. This is a non-production data entry position in which accuracy is more essential than speed. In addition, the incumbent performs stenographic and clerical work of average difficulty. Supervision is not a responsibility of this class.

### EXAMPLES OF WORK: (Illustrative Only)

Receives and audits documents/information to be entered (i.e., checks account numbers, verifies check/bill amounts, checks vendor address/code, checks item extensions, etc.);

Tabulates deposits and prepares bank deposit slips, where appropriate, and checks totals against data entered;

Transcribes, enters, and verifies data from source documents into a computer (or to magnetic discs or tapes);

Receives source documents from various departments, and, when necessary, returns improperly coded or incomplete source documents to user departments for correction;

Scans source documents and transcribes selected data into computer (or onto magnetic tapes or discs) in accordance with specific program instructions;

Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors;

Determines the cause of machine alerted signal while entering data and makes appropriate corrections;

Maintains files of source documents or other information (i.e., bank deposit slips, complaint cards, etc.) relative to data entered;

Answers phones or assists at counter and provides information, as required;

Performs various related functions to insure that the computer is maintained in a neat and orderly manner;

Assists in (or performs) the filing and storage of security and back up data files;

EXAMPLES OF WORK: (Cont'd)

Takes dictation and transcribes the notes of letters, memoranda, reports, and summaries which may include technical terms;

Types letters, reports and other material from rough draft, transcribing machine, or other copy;

Handles simple routine correspondence from oral direction or written notes;

Gives routine information to inquiries either in person or over the telephone;

Operates copier, calculator, and other office equipment;

Reads incoming mail, assembles files, and other materials to facilitate reply by superior;

Sorts, indexes, and files material.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of departmental procedures used for transcription of data; good knowledge of the operation, use and functions of a standard alphanumeric keyboard; knowledge of Business Arithmetic; ability to take dictation at not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard; familiarity with modern office procedures and terminology; ability to communicate effectively both orally and in writing; ability to work with others; initiative; resourcefulness; tact; accuracy; flexibility; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma course and either (a) one year experience in the operation of data entry equipment, including or supplemented by six months of stenographic experience; or (b) satisfactory completion of an acceptable course in the operation of data entry equipment may be credited on a month-for-month basis for the foregoing data processing experience. A post high school secretarial course, which included stenography, may be credited on a month for month basis for the foregoing stenographic experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages  
Cities of Rye & Peekskill  
School Districts  
J. C.: Competitive

Job Class Code: 0739 01 (Municipalities)  
S742 01 (School Districts)