

DATA ENTRY OPERATOR

GENERAL STATEMENT OF DUTIES: Operates an alphanumeric keyboard to transcribe data from a source document directly into a computer and verifies previously transcribed or entered data; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class audits documents/information to be entered, operates an alphanumeric keyboard to transcribe and enter data and verifies previously entered information. Data is retrieved in the form of routine records and reports. Assignments are received in the form of written or typed material and become a part of a variety of database systems. In addition, the incumbent may be required to perform routine clerical tasks associated with departmental assignment. This position is distinguished from the Office Assistant (Automated Systems) in that this position is not responsible for using internally stored systems and procedures to produce correspondence, and a wide variety of reports, etc. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Receives and audits documents/information to be entered;

Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports;

Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input;

Transcribes selected data into a computer and scans source documents 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 error message while entering data and makes appropriate corrections;

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

Answers phone 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;

May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office terminology, procedures and practices; good knowledge of the operation and use of a standard alphanumeric keyboard; knowledge of business arithmetic; ability to use a calculator; ability to compile simple reports from data entered; ability to make comparisons, identify and correct errors; ability to work with others; initiative; resourcefulness; tact; accuracy; 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 and either: (a) one year work experience which must have included the use of computers to maintain records; or (b) satisfactory completion of a post high school course in keyboarding.

Substitution: Satisfactory completion of 30 college credits may be substituted for the one year of experience in (a) above.

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.

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

Job Class Code: O740 (Municipalities)
S740 (School Districts)