

SENIOR DATA INPUT OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in the maintenance of an alphanumeric keyboard and the transcription of data from source documents to either punch cards, magnetic tape, disc or directly into a computer. The work is carried out in accordance with established procedures and entails responsibility for the adequate flow of work according to schedule, the recognition of problems and initiations corrective action and the ensurance of the proper maintenance of equipment. The work is performed under the general supervision of the department head or designated supervisor. Supervision is exercised over the work of Data Input Operators. Does related work as required.

TYPICAL WORK ACTIVITIES:

Determines work priorities and makes assignments in relation to workloads and available personnel;
Provides instructions to personnel concerning programs, equipment and procedures;
Answers questions from operators and users;
Compiles routine reports pertaining to the work and maintains necessary records;
Inspects data for accurate;
Coordinates with other departments relative to scheduling, production, equipment use, and problems encountered;
Resolves errors and problems that may arise within the unit;
Performs the duties of a Data Input Operator, including but not limited to:
Scans source documents and transcribes selected data onto magnetic tape, disc or directly into the computer by manipulating the alphanumeric key of the machine;
Locates proper source data files and makes additions, changes or Deletions of data as directed;
Verifies data previously transcribed or entered in order to detect errors by re-entering the data using the source documents originally used.

FULL PERFORMANCE KNOWLEDGE, Skills ABILILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of the theory and practices of data entry machine operation;
Good knowledge of department functions and services;
Ability to manipulate an alphanumeric keyboard with a high degree of and accuracy;
Ability to establish priorities and to maintain an effective work flow;
Ability to promote and maintain effective departmental and public relations;
Ability to maintain reports, logs and files; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Two years of full-time paid experience in the operation of key punch or data entry machines.

NOTE 1: Completion of a program in data processing at an approved trade, technical business school or college may be substituted for experience on a month for month basis up to a maximum of one year.

NOTE 2: Equipment in operation as of December 1986:

Computer Services: 1. IBM 5286-data entry machine (tape and disc)
2. 3270 Data Terminals