

## **DATA ENTRY OPERATOR 1**

### **Nature of Work**

Under direct supervision, at the entry level, rapidly and accurately transcribes alpha/numeric data from routine source documents into computer usable form by operating any of several devices; uses multiple formats as guidelines for proper entry of the data. Accessing and manipulating the data normally is not required. Shift work may be necessary. Performs related work as required.

### **Distinguishing Characteristics**

Data Entry Operator 1 is production-intensive class using multiple formats as guidelines for proper entry of the data. The work requires repetitive and sustained high-speed operation of data entry devices, sitting for long periods of time at fixed posture, handling confidential information and working in a production environment under demanding time pressures.

Data Entry Operator 1 is distinguished by entry-level to full performance work of a routine nature. Data Entry Operator 1's enter information from a limited number of routine source documents into a limited number of screens. Performs related work as required.

### **Examples of Work**

Enters routine to complex data for computer input using either teleprocessing terminals, key-to-disk, key-to-tape, key-to diskette or cardpunch machines.

Follows established guidelines such as formats for entering data.

After entering data, posts to batch ticket or production log such information as the batch type, quantity, operator's name and section, data, number processed, number rejected, etc.

Verifies data entered by other operators using either teleprocessing terminals, key-to-disk, key-to- tape, key-to diskette, or card punch machines and makes necessary corrections.

May identify errors on the source documents and make necessary corrections.

### **Knowledge, Skills and Abilities**

Ability to learn and/or to operate data entry equipment such as teleprocessing terminals, key-to-disk, key-to-tape, key-to diskette or cardpunch machines.

Ability to understand and follow detailed oral and written instructions.

Ability to perform repetitive tasks accurately.

Ability to establish and maintain effective working relationships with others.

### **Minimum Qualifications Training:**

Graduation from a standard four-year high school or equivalent.