Description of Work

General Statement of Duties
Performs entry-level clerical work entering coded data into a computer terminal system; and performs related duties as required.

Supervision Received
Works under close supervision of a lead worker or a unit supervisor.

Supervision Exercised
None.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Reviews, verifies and enters coded data into a computer terminal system.

Codes data to be entered into computer from source documents.

Reviews source documents for completeness and accuracy.

May provide assistance in performing other clerical duties of limited complexity and variety.

Knowledge, Skills, and Abilities

Some knowledge of data entry procedures.

Some knowledge of modern office practices and procedures.

Working skill in operating a computer terminal.

Some skill in operating a keyboard with speed and accuracy.

DATA-ENTRY OPERATOR 1

Knowledge, Skills and Abilities

Working ability to follow oral and written instructions.

Some ability to deal with the public in a tactful and effective manner.

Minimum Qualifications

Completion of the Data Entry 1 course as offered by the Saint Paul Technical College, or equivalent; or six months experience as a Data Entry Operator, or equivalent.