



## DATA ENTRY OPERATOR 2

Job Code: 580BOE  
Bargaining Unit: 01  
Effective Date: 12/21/1992

### Description of Work

#### General Statement of Duties

Performs intermediate-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.

Maintains or updates database and performs database backups.

Codes data to be entered into computer from source documents.

Reviews source documents for completeness and accuracy.

Generates forms and reports from database such as requisitions, purchase orders, mailing lists, etc.

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

### Knowledge, Skills, and Abilities

Working knowledge of data entry procedures.

Working knowledge of modern office practices and procedures.

## **DATA ENTRY OPERATOR 2**

### **Knowledge, Skills and Abilities (continued)**

Some knowledge of the policies, procedures, and services of the organization.

Working skill in operating a computer terminal.

Working skill in operating a keyboard with speed and accuracy.

Working ability to follow oral and written instructions.

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

### **Minimum Qualifications**

Two years experience as a Data Entry Operator 1, or equivalent.