



DATA ENTRY OPERATOR 3

Job Code: 602BOE
Bargaining Unit: 01
Effective Date: 12/21/1992

Description of Work

Summary of Duties

Performs skilled clerical work entering coded data into a computer terminal system; and performs other related duties as required.

Supervision Received

Works under general supervision of a unit supervisor or a division manager.

Supervision Exercised

Exercises within a unit close supervision of lower level data entry operators or clerical staff.

Typical Duties Performed

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

Reviews and logs incoming materials, determines priorities and schedules workload within established departmental guidelines.

Assigns work to data entry operators, monitors progress of work and reviews work for accuracy and completeness.

Trains and instructs new employees in data entry operation and procedures.

Reviews difficult or unusual assignments with data entry operators.

Maintains production and control records; prepares reports and requests for information.

Knowledge, Skills, and Abilities

Considerable knowledge of data processing operations, terminology and procedures.

Considerable knowledge of modern office practices and procedures.

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Knowledge, Skills and Abilities (continued)

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

Considerable skill in the operation of a computer terminal.

Considerable ability to plan and organize work.

Considerable ability to supervise and train staff.

Minimum Qualifications

Four years of experience as a data entry operator, at least two years of which must have been as a Data Entry Operator 2, or equivalent.