

GENESEE COUNTY

DATA ENTRY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine office work requiring care and accuracy in the operation and minor adjustment of a computer and processing and/or verifying data for computer entry. An incumbent manipulates an alphanumeric keyboard to transcribe data from source documents. Assignments are received in the form of written or typed information. The work is performed either under supervision of a higher level operator or other superior. Supervision over the work of others is not a responsibility of employees in this class. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Scans source documents and enters selected data by manipulating the alphanumeric key portion of a computer in accordance with specific program instructions;

While entering data, when alerted by a machine signal, determines the cause of the signal and either makes appropriate corrections or notations on the source document as to the source of the error;

Compares input data, where appropriate, as displayed on a visual cathode ray screen with the source document and corrects any errors;

Returns all incorrect, improperly coded, or incomplete documents to either the supervisor or other predetermined source;

May type reports, forms, envelopes and related documents when not engaged in data entry machine.

Notifies supervisor when machine malfunctions;

Sorts and collates source documents in preparation for entering data in a computer;

Prepares records and reports related to the work.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry; ability to operate a computer with a satisfactory degree of speed and accuracy; ability to understand and follow simple oral and written directions; clerical aptitude; tact and courtesy; integrity; good judgment.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,
AND:

Six (6) months of full-time, paid experience in the performance of Data Entry functions/tasks on a computer.

Competitive Class

Approval 12/22/80

Revised 5/28/87

1/28/92

5/7/98

9/25/00

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.