

DESCRIPTION: Under immediate supervision, operates data entry devices such as keyboards or laptops to enter data into computer storage; processes records and reports for entry into computer storage; verifies data and prepares materials for printing or scanning; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the first level in the two level data entry series. Positions are classified to this class when the primary purpose of the work is to input data into a computer storage, application or database. This class is distinguished from the Data Entry Leader class by absence of lead worker duties.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Operates data entry devices to transcribe data from source documents or records into computer storage and to verify accuracy of data entered by others.

Codes, indexes and compiles data for entry into the computer.

Records information in files, records, and logs to document the type and amount of work performed and to ensure uniform storage and retrieval of information.

Sorts and batches forms, documents, and other records to be entered into computer storage to document the type and number of records entered, and to process work in a prescribed manner.

Files and retrieves documents to be entered into computer storage to facilitate uniform storage and retrieval of information.

Proofreads and corrects documents and other materials produced or received to ensure the accuracy, completeness, and acceptability of the materials before further processing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: data entry techniques and procedures.

Ability to: operate a data entry machine; file and retrieve materials using alphabetical and numerical filing systems; code information in accordance with an established system; read and understand data entry machine operating manuals; understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience or training in data entry operations.

SPECIAL NOTES:

Some positions may require a specific keystroke speed.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).