

DESCRIPTION: Under general supervision assigns, explains, and monitors the work of other data entry staff as a lead worker, 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 second level in the two level data entry series. Positions are classified to this class when the primary purpose of the work is to lead others who input data into a computer storage, application or database. This class is distinguished from the Data Entry Operator class by performance of lead worker duties such as assigning and monitoring work of other Data Entry Operators.

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.)

Schedules, distributes/balances, and guides the work assignments of co-workers in accordance with established requirements to assist supervisory staff in accomplishment of the workload.

Reviews and reports on the work performance of data entry staff to determine adherence to established timetables and quality standards and to document and communicate employee production levels and training needs to supervisory staff.

Trains data entry staff, as directed, in specific data entry tasks and job practices and procedures, to improve and maintain employee performance levels.

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

Records information in files, records, or logs to document the type and amount of work performance 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.

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

Knowledge of: data entry techniques and procedures; the techniques of supervision.

Ability to: operate a data entry machine; identify possible errors contained in source documents; 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 instructions; assign, monitor and explain operating procedures and work assignments to subordinate staff.

S07112 – DATA ENTRY LEADER (continued)

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 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).