# DATA ENTRY MACHINE OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of tasks requiring speed and accuracy in the operation of a data entry machine in processing and/or verifying data for computer storage. The incumbent manipulates an alphanumeric keyboard to transcribe data from source documents directly into a computer. The activities of employees in this class provide direct support to professional and technical staff operating an agency's data processing equipment. The work is performed under direct supervision following well defined and structured procedures. 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, in accordance with specific program instructions, transcribes selected data directly into computer by manipulating the alphanumeric key portion of the machine;
Locates proper source data files and makes changes, additions or corrections;
Searches and retrieves data from computerized records using the data entry equipment;
Records requested information on an appropriate form or other document or relays the data to the requestor orally;
Maintains logs and other controls of source materials associated with data input, output and final format;
Notifies supervisor of machine malfunctions;
Visually compares data previously entered and printed on computer generated copy with source documents to identify and correct errors;
Cleans and performs routine maintenance to external working parts of data entry machine;
May operate burster, printer, copier, or other office equipment;
Prepares a variety of records and reports related to the work;
Responds to routine questions from visitors and clients and directs them to the appropriate staff or resources;
Logs documents received;
Answers telephone calls as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment; Working knowledge of the theory and practices of data entry machine operation;
Ability to operate a data entry machine at an acceptable rate of speed and accuracy;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to follow simple oral and written instructions;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.