

DATA ENTRY OPERATOR, 1433
DATA ENTRY SUPERVISOR, 1434

Summary of Duties: Operates a card verifier, numeric, alphanumeric, or alphabetic printing key to card machine or other key-to-tape or key-to-disc machines in coding data and amounts into tabulating cards or onto tapes or discs; supervises a small group of employees or assists in supervising a large group of employees operating such machines; and does related work.

Distinguishing Features: The work of a Data Entry Operator consists primarily of operating an automatic key processing device and involves responsibility for rapid and accurate work of a repetitive nature. A supervisor normally assigns the work, gives assistance as necessary and effects a general review as to volume and accuracy. The correctness of the punched information is checked visually or by a mechanical verifier.

A Data Entry Supervisor supervises a small data entry unit and is responsible for some planning of the work, its distribution to operators, and the volume and accuracy of production. An employee of this class performs the more difficult non-supervisory tasks and may assume the duties of the supervisor in the latter's absence. As distinguished from a Data Entry Operator, an employee in this class is expected to have greater insight into data entry processes and to exercise more independent judgment in working out problems and making suggestions regarding internal procedures. A Data Entry Supervisor receives supervision in the form of assignments to special tasks, determination of work priorities, assistance on particularly difficult problems, and general review of the work.

Examples of Duties: Data Entry Operator: Operates a key processing device utilizing cards, tapes or discs to process a large variety of information; operates a card or key-disc verifier in checking the correctness of data and repunches incorrect material; selects appropriate card or tape forms according to the nature of information to be processed; may set up simple program cards; classifies information shown on records and assigns preassigned codes to input data; breaks down data such as addresses for appropriate fields and may write minor corrections on incorrect source documents;

May operate calculating machines in checking, balancing, and summarizing data; may occasionally operate related equipment such as a reproducer, interpreter, sorter, collator, or optical reader; and may operate typewriter terminals and CRT terminals.

Data Entry Supervisor: Supervises, or assists in supervising, and may participate in the above work; assembles work for processing deadlines; checks documents and input information before forwarding data for further processing by computers, records batch numbers and the number of input records to be processed; gives information to department personnel regarding data entry procedures and work in process;

Advises operators on difficult problems; sets up program cards; keeps production and efficiency records such as assignment sheets, work completed, and errors made; distributes work, assures production schedules are met, and relieves the supervisor during the latter's absence; distributes work in a unit to reduce overtime and avoid rush periods and to provide accurate and efficient service; arranges for repair of machines; determines the need for supplies; trains new operators on procedures or new machines; updates data entry procedures manuals; and may occasionally supervise temporary clerical help.

Employees of each of these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges :</u>	<u>Data Entry Operator</u>	<u>Data Entry Supervisor</u>
Uses and characteristics, together with skill in the operation of data entry and card verifier machines;	Good	Good
Procedures in setting up program cards and in processing input data for a variety of purposes;	Good	Good
Safety principles and practices;		Good
Principles of supervision and office management including office procedures and techniques;		Good
City personnel rules, policies and procedures;		General
Memoranda of understanding as they relate to subordinate personnel;		General
Laws and regulations related to equal employment opportunities and affirmative action;		General
 <u>Knowledges (Cont) :</u>	 <u>Data Entry Operator</u>	 <u>Data Entry Supervisor</u>
Operation of commonly used office equipment, such as calculating machines;	General	General

Uses and characteristics of related equipment, such as interpreters, sorter, collators, optical readers and reproducers;

General

General

Abilities:

Perform routine clerical work, make simple arithmetical calculations, and memorize fairly difficult codes;

x

x

Follow written and oral instructions and make routine reports;

x

x

Learn the formats of programming systems;

x

x

Plan, coordinate, and check the work of subordinates and train employees;

x

Perform responsible clerical work, keep records, and make reports.

x

Six months of experience in operating a key-to-disc or key-to-tape machine or a key punch machine is required for Data Entry Operator.

Two years of experience as a data entry operator or a word processing text editing equipment operator is required for Data Entry Supervisor.

Physical Requirements: Both Classes: Strength to perform average work such as lifting of less than five pounds and occasionally over 15 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.