

Class Code: 168
City of Anaheim
Class Specification

CLASSIFICATION:
DATA ENTRY OPERATOR

DEFINITION:

Under supervision, to enter data from source documents into a computer terminal using existing formats, to sort, check, log, code and classify data, to verify keyed information; and perform other clerical functions as assigned.

EXAMPLES OF DUTIES - Depending upon areas of assignment, responsibilities and duties may include, but are not limited to, the following:

Reviews and analyzes incoming data for accuracy before entering.

Depending upon area of assignment, enters a variety of information and data into a display computer terminal, such as appropriations, warehouse and dispatch orders, cash amounts, electrical services, utility orders, budgets, activity data, general reports, license renewals, applications, mailing lists, zoning information, police reports and crime statistics, accounts receivable, payroll, fixed assets and others.

Enters a variety of information from several different types of police reports into the data entry system, using a display computer terminal, with a high level of speed and accuracy required

Checks accuracy of data previously entered into system; calls errors to attention of the supervisor.

Performs complicated name searches using data in the computer system and hard copy materials so person and business names are entered correctly.

Memorizes codes and abbreviations for data entry.

Operates a computer printer, searches for and retrieves information stored in the computer for printing.

Returns various outgoing data back to the appropriate department and/or staff.

Screens mail, arranges in priority order, assembles background information and distributes to appropriate personnel.

Types forms, schedules, reports, lists and general correspondence on standard typewriter.

Operates a variety of office equipment, such as a typewriter, calculator, CRT, microcomputer, tape drive and printer.

Proofreads materials for clerical accuracy and spelling.

Copies, collates, staples and otherwise binds a variety of materials.

Files materials into established filing systems.

Compiles information for narrative and statistical reports, locating sources of information in a computer and determining proper format for finished report.

Acts as a receptionist to the public, takes and responds to calls, screens inquiries, takes messages and answers questions requiring an understanding of policies and procedures of the work unit.

May perform such other clerical duties as ordering office supplies, maintaining supplies inventory, and typing various reports and correspondence. (As assigned, may make work assignments, train and review the work of part-time employees).

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing journey-level data entry to a computer terminal or key-to-disk equipment, depending upon area of assignment.

Knowledge of: English usage; computer terminal or key-to-disk data entry machines; basic math; simple record keeping methods; office procedures.

Ability to: Operate a typewriter keyboard accurately; operate a computer terminal or data entry equipment accurately; maintain accurate records and files; develop an understanding of the assigned work and identify routine inconsistencies and/or errors in the data to be entered; understand pertinent procedures and functions quickly and applying them without immediate supervision; establish and maintain effective relationships with those contacted in the course of work. For positions assigned to Data Processing, incumbents must have the ability to enter data at a speed of 10,000 keystrokes per hour with a high rate of accuracy, using key-to-disk equipment including reverse-key keyboard.

Supervision Received: Works under general supervision. Work in progress and completed work is reviewed periodically. Positions assigned to Data Processing work under lead supervision of the Senior Data Entry Operator who gives instructions and regularly reviews work in progress and completed work. The activities in this area are high volume and require completion each day. Work is of a mass production mode. Direct supervision is provided by the Data Processing Support Services Supervisor.

Supervision Exercised: Some positions may train, assign and review the work of part-time employees. Incumbents do not hire, fire or discipline.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Office Specialist, Senior Data Entry Operator or a related class.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.