

Class Code: 561
City of Anaheim
Class Specification

CLASSIFICATION:
SENIOR DATA ENTRY OPERATOR

DEFINITION:

Under moderate supervision, to serve as a lead worker in a key-to-disk data entry unit while performing the duties of a data entry operator; and to perform the more difficult data entry work of the unit.

EXAMPLES OF DUTIES:

Reviews and analyzes incoming data for correctness before entering. Contacts users to clear up errors or omissions in source documents.

Enters a variety of information and data into a display computer terminal, such as appropriations, warehouse orders, cash amounts, electrical services, utility orders, activity data, general reports, dispatch orders, applications, mailing lists, police and fire statistics, fixed assets and others.

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

Maintains records/logs of work input and output for timely service to users.

Uses basic COBOL to program input and output forms.

Establishes formats for Data Entry Operators and keeps format books up to date.

Acts as resource person in solving data entry problems.

Edits work of subordinates.

Operates a variety of office equipment, such as a calculator, CRT, micro-computer, tape drive and printer.

Retrieves, files, records, computes and maintains employee performance information.

Operates printer to print documents stored in computer.

Proofreads materials for clerical accuracy and spelling.

Compiles the more complex information for a variety of narrative and statistical reports, locating sources of information in a computer, devising forms to serve data and determining proper format for finished report.

Makes work assignments, sets priorities for, trains and reviews the work of data entry operators. Notifies immediate supervisor of employee performance problems.

Determines and evaluates work load and calls in part-time help. Advises supervisor when additional staff is necessary.

(Senior Data Entry Operator)

Explains policies, procedures and objectives of data processing services.

Performs routine maintenance of key-to-disk equipment.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing journey-level varied data entry involving the use of key-to-disk equipment.

Knowledge of: Basic math; record keeping methods; principles of supervision and training; effective leadership methods; key-to-disk data entry methods.

Ability to: Maintain accurate records and files; assign, check, correct and participate fully in the work of subordinates; schedule work to meet deadlines; determine required work hours to complete projects; train employees on existing and/or new applications; write basic programming language; operate a computer terminal, enter data at a speed of 10,000 keystrokes per hour with a high rate of accuracy; establish and maintain effective relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision of the Data Control Supervisor who gives instructions and periodically reviews work in progress and completed work.

Supervision Exercised: Positions in this class assign, check, guide and correct work of subordinates. Incumbents evaluate employee performance, recommend discipline and participate in the hiring process.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Data Control Specialist 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.

Unit of Representation - AMEA Clerical
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