

SENIOR DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to supervise and participate in the work of a unit engaged in transcribing accounting or statistical data from source documents to either magnetic tapes, discs, or directly into a computer. An employee in this class has immediate responsibility for maintaining an adequate workflow to and from operators and exercising general statistical and accounting controls over the work. The work usually follows a prescribed procedure and is performed under general supervision. Supervision is exercised over the work of subordinate Data Entry Operators. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Works with and supervises a group of Data Entry Operators engaged in translating accounting and statistical data from source documents for entry into a computer;
- Oversees and supervises the efficient flow of data entry work and quality of the finished product between various work units and the data center;
- Assigns and reviews work of operators engaged in entering information by data entry machine into computer files;
- Trains new workers in operation of data entry and peripheral equipment;
- Provides instruction and guidance to workers in other units as to the preparation of specific documents required in data processing operations;
- Contacts data processing system control locations in order to resolve a variety of periodic equipment and system problems;
- Notifies responsible persons when errors or shortages of documents are detected and takes actions to correct errors;
- Prepares a variety of records and reports related to the supervisory and work production aspects of the unit;
- Operates data entry equipment in order to find solutions to problem cases, instructs operators in complex or non-routine operations, or provides assistance with heavy work loads;
- Oversees the distribution of a variety of accounting and management reports;
- May attend meetings and conferences to stay abreast of available data processing applications, alternatives, and system changes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the theory and practice of operating data entry machines; good knowledge of office routine, practices, and procedures; ability to operate data entry machines accurately at a reasonable rate of speed; ability to plan, assign, and supervise the work of Data Entry Operators; ability to understand and follow oral and written directions; high degree of accuracy; dependability; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience in the operation of electronic data processing equipment which shall have involved data entry or key punch machines and related equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/31/84

