

# **Data Entry Machine Operator Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** 6

**Approved:** 02/03/1981

**Revised:** 7/87; 5/91; 5/03; 8/15

**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS No later than the final filing date announced, the applicant must demonstrate -**

- (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in data entry; **OR**
- (b) Six months of full time paid (or the equivalent part-time and/or volunteer) experience in the operation of a data entry equipment; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for 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 describe data from source documents to magnetic tape, disc or directly into a computer. The activities of employees in this class provide direct support to professional and technical staff operating agencies 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 an employee in this class. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Scans source documents and, in accordance with specific program instructions, transcribes selected data onto magnetic tape, disc or directly into computer by manipulating the alphanumeric key portion of the machine;  
Locate proper source data files and make 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 requester 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 operation;  
May operator decollator, burster, printer, typewriter, copier, or other office equipment;  
Prepares a variety of records and reports related to the work.

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

Working knowledge of office terminology, procedures and equipment;  
Working knowledge of the theory and practices of data entry;  
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 direction;  
Clerical aptitude;  
Physical condition commensurate with the demands of the position.