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 operate 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.