

DATA ENTRY MACHINE OPERATOR

JOB CODE: 6904
DEPARTMENT: Tioga County Sheriff's Department
CLASSIFICATION: Competitive
SALARY: CSEA – Salary Grade IV
ADOPTED: 4/7/89; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for tasks requiring care and accuracy in the operation and minor adjustment of a data entry machine in processing and/or verifying data for computer storage. An incumbent manipulates an alphanumeric keyboard to transcribe data from source documents to punch cards, magnetic tape, disc or directly into a computer. Assignments are received in the form of written or typed information to be transcribed to cards, tape or disc. The work is performed under general supervision while following prescribed methods and procedures in carrying out the work. Supervision over the work of others is not normally a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Scans source documents and transcribes selected data onto magnetic tape, data cards, disc or directly into the computer by manipulating the alphanumeric key portion of the machine in accordance with specific program instruction;
- Locates proper source data files and makes changes, additions or corrects errors;
- While entering data, when alerted by a machine signal, determines the cause of the signal and either makes appropriate corrections or notations on the source documents as to the source of the error;
- Sets up transcribing machine by inserting program cards or by manipulating keys and switches to program the machines to a special format;
- Compares data transcribed, where appropriate, as displayed on a visual cathode ray screen with the source document and corrects errors;
- Returns erroneously punched cards and improperly coded or incomplete documents to either the unit supervisor or other predetermined source;
- May be required to learn how to operate computer as back-up in event of absence of technical personnel;
- Verifies data previously transcribed or entered in order to detect errors by re-entering the data using the same source documents originally used;
- Searches and extracts data from computerized records by manipulating machine keyboard in accordance with preset instructions;
- Records requested information on as appropriate form or other document or relays the data to the requester orally;
- Periodically cleans and maintains external moving parts of the machine also; replace ribbons, tapes, reels or paper and removes jammed cards;
- May prepare consumer's bills employee's payrolls and other financial records;
- May answer questions regarding consumer's billing;
- May perform other clerical functions while not engaged in data entry machine operation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the theory and practices of data entry machine operation; ability to operate data entry machines with a satisfactory degree of speed and accuracy; ability to understand and follow simple oral and written directions, clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER**

- (a) Six months of full-time paid experience or its part-time equivalent in the operation of a data entry or key punch machine; **OR**
- (b) Satisfactory completion of a course in data entry or keypunch machine operation.