SENIOR DATA ENTRY MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists either in a computer center, County Social Services Department or other agency using several data entry devices and involves responsibility to supervise and participate in transcribing accounting or statistical data from a variety of source documents to magnetic tape or directly into the computer. An incumbent has immediate responsibility for maintaining an adequate workflow to and from several subordinate operators and exercises statistical and accounting controls over the work. Tasks usually follow a prescribed routine and are performed under general supervision of a higher ranking operator or other superior with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate Data Entry Machine Operators. An incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

-Supervises and works with several Data Entry Machine Operators transcribing data from source documents for machine operation by computer;
-Oversees the efficient flow of work and quality of finished data entry machine transcribed product to insure efficiency of the operation;
-Assigns and reviews work of Data Entry Machine Operators for accuracy and completeness;
-Keeps overall and individual data entry production records and investigates instances of sub-standard production, ascertaining the cause and recommending corrective changes in procedures, training or assignment of personnel;
-Monitor inventory of supplies and order when necessary;
-Establishes and maintains schedules and sets priorities for efficient and smooth utilization of the data entry and related peripheral equipment in the center;
-Acts as liaison and coordinates activities between county and state department officials and administrators and the data center;
-Maintains production in-put/out-put control schedules, production reports and similar records;
-Instructs Data Entry Machine Operators in the application of difficult codes and transcribing procedures;
-Evaluates Operator performance regarding additional training needs and relays information to the appropriate supervisor;
-Oversees and supervises activities in the data entry center;
-Processes a variety of accounting and statistical data;
-Provides orientation and training sessions regarding the preparation and application of data to and from data entry and related peripheral equipment;
-Prepares a variety of records and reports related to the work;
-Performs duties of Data Entry Operator as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of theory and practice of operating data entry machines and related equipment; good knowledge of office terminology, procedures and equipment; ability to operate data entry machines accurately at a reasonable rate of speed; ability to plan, assign and supervise the work of Data Entry Machine Operators; ability to plan and schedule a variety of in-put and out-put data for a computer center operation; ability to understand and interpret written and oral instructions; a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION

Either - **(A)** Two years of experience in the operation of data entry or keypunch machines;

Or **(B)** Satisfactory completion of a course in data entry or keypunch machine operation and one year of experience as outlined in (A) above;

Or **(C)** An equivalent combination of training and experience as defined by the limits of (A) and (B) above.