



DATA ENTRY OPERATOR

JC: IA140
PG: CLK-III
FLSA: Non-Exempt

PC: 021
BU: 02

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, enters accounting, payroll, statistical and other primarily numeric or coded information for computer processing; performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from other office support classes which access an on-line computer equipment in their daily activities in that operation of such equipment on a production basis is the major activity of the Data Entry Operator. Specific formats and job procedures are used, and guidelines and supervision are available in non-routine circumstances.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Reviews input documents for completeness and legibility in compliance with established procedures.
2. Traces sources of error or returns to originating department for correction.
3. Determines appropriate program format to most effectively utilize equipment capabilities.
4. Enters data from coded source documents; verifies accuracy by utilizing the machine verification function.
5. Reviews written procedures or requests assistance from supervisor in non-routine situations.
6. Assigns batch numbers and maintains batch records and processing logs for control purposes; completes forms designating appropriate computer job run; forwards verified batch information and documents to the data controller for processing.
7. Makes minor adjustments to data entry equipment and notifies supervisor for repair.
8. May perform related clerical work such as filing, operating copy reproduction equipment, and answering telephones.

QUALIFICATIONS

Knowledge of:

- Operating principles and practices of data entry and related peripheral equipment
- Typical source document format and data entry codes. Batch processing techniques
- Standard office practices and procedures

Skill/Ability in:

- Entering and verifying data in a production setting with a high degree of accuracy
- Recognizing and correcting input errors
- Understanding and following oral and written instructions. Maintaining accurate records and logs of work performed
- Maintaining close attention to detail for extended periods of time
- Performing basic office support work
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Rapidly learn particular District formats and job applications

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and one year of experience in the operation of data entry equipment on a production basis. Course work in the operation of data entry and related equipment may be substituted for the experience outlined above on a month for month basis.

BART EEO-1 Job Group: 6000 - Clerical
Census Code: 5810 - Data Entry Keyers
Safety Sensitive: N