

LANE COUNTY
A001
Established 09-04-91
Revised 01-28-98

DATA ENTRY OPERATOR

DEFINITION

To operate computer terminal and data entry equipment; to perform a variety of specialized clerical and data entry record-keeping and input duties; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.

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

Operates data entry and computer terminal equipment following standard procedures and written guidelines and instructions.

Inputs data to modify, adjust, correct or update department or office data processing information, systems and records; inputs operating instructions to generate data, summaries and reports; checks, compiles and records data.

Maintains and updates files records, files and logs.

Edits and codes documents for entry.

May compile data from a variety of sources and prepare required reports.

Performs a variety of general office clerical support and record-keeping duties.

May type a variety of letters and correspondence; review and proof material; and make arithmetical calculations.

LANE COUNTY
Data Entry Operator (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Operation and use of computer terminals and personal computers.

A variety of data entry and word processing applications.

Basic principles and procedures of operating electronic computer systems and peripheral equipment.

Correct English usage, spelling, grammar and punctuation.

Modern office procedures and methods.

Receptionist and telephone techniques.

Ability to:

Modern office practices and procedures including business correspondence, filing and record-keeping systems, and standard office equipment operation.

Operate data entry and computer terminal equipment.

Accurately and efficiently perform data entry functions and meet special work deadlines.

Maintain effective controls and records of computer input and output processing.

Perform a wide variety of specialized clerical and data entry, record-keeping work involving knowledge of departmental policies and procedures and requiring accuracy and speed.

Assemble data and prepare required reports.

Type at a rate of 60 words per minute from clear copy.

Type a variety of material from various sources to include forms, lists, memoranda, correspondence, handwritten notes; draft or transcribe machine recordings.

LANE COUNTY
Data Entry Operator (Continued)

Ability to:

Correctly apply appropriate policies and procedures.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in data entry, keyboarding skills or use of data or word processing software for personal computers is desirable.

Experience:

Two years of responsible clerical, and data entry experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.