



DATA INPUT OPERATOR

SCOPE OF WORK:

Work activities involve entering data from a variety of sources into a computer system for further processing.

DUTIES PERFORMED AT ALL LEVELS:

- Prepare source documents by inspecting, sorting, logging, etc. of data to facilitate the input process.
- Review printouts of input data to ensure proper format and data.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

DATA INPUT OPERATOR I
GRADE C

0112

LEVEL DEFINITION:

Work at this level involves performing duties under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED.

DATA INPUT OPERATOR II
GRADE D

0113

LEVEL DEFINITION:

Individuals in positions at this level perform a full range of data entry and verification procedures involving routine and complex operations under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist with training of other operators.
- Prepare and submit run requests and verifications after input is complete.
- May perform in a lead worker capacity and perform limited supervisory duties.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of similar data entry office experience.

Eff. Date: 4/79

Deleted: 9/81

Eff. Date: 4/92 - Re-established and rewritten

Rev: 8/96 - Rewritten in current format

Rev: 4/02 – Deleted one level (0111), updated minimum qualifications and factoring.

Rev: 7/12 – Conversion to Hay System