

## DATA ENTRY CLERK

GRADE G

### GENERAL DEFINITION

Operates data entry devices and verifies the data already punched. Does related work as required.

Data Entry Clerk is responsible for accurate and timely entering and verifying of information on a production basis. Judgment and initiative are required to apply established procedures and instructions to various types of work.

Work is performed under the supervision of the Data Entry Supervisor.

### EXAMPLES OF WORK

Encodes information from several sources and verifies the accuracy of entered information.

Selects correct program cards or cassettes for operations to be performed. Prepares new program cards or cassettes.

Organizes and arranges documents and reduces data to numeric or alphabetic codes according to an established procedure.

Operates peripheral equipment.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of equipment used in entering data.

Ability to read and record information through data entry devices rapidly and accurately.

Ability to apply correct instructions and procedures to different types of material.

Ability to recognize errors and inconsistencies in material to be punched.

Ability to follow oral and written directions.

Ability to establish and maintain working relationships with co-workers, and to follow established office routines.

Good physical condition.

### MINIMUM TRAINING AND EXPERIENCE

Completion of a standard high school course including or supplemented by courses in typing, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.