OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Data Entry Operator 1

02 AUG 1987

CODE: 12331C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from data entry supervisor or office supervisor, performs data entry to transform raw data into machine-readable form;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	80-100	Operates keyboard on data entry equipment (e.g., key to disk, tape or card; video display terminal); operates selectric typewriter keyboard to transfer coded data to free or preprinted forms for optical scanner.	Skill in (1) typing, (2) operation of CRT or similar video display equipment & peripheral machines (e.g., scanner, printer); ability to (3) read, copy & record figures; (4) work alone on most tasks.
2	0-15	Performs variety of clerical tasks related to data processing work (e.g., proofreads, files, distributes & mails output, totals data, maintains entry logs).	Knowledge of (6) office practices & procedures*; ability to (6) carry out simple instructions.

(42)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 3 courses in typing (or 9 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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