OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Data Entry Operator 2

CODE: 12332C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from data entry supervisor or office supervisor, performs data entry to transfer raw data into machine-readable form & verifies accuracy & makes corrections; may assist in training new personnel;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	38-58	Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections & adjustments as needed.	Skill in (1) operation of CRT or similar video display equipment & peripheral machines (e.g., scanner, printer); ability to (2) proofread material, recognize error & make corrections, (3) work alone on most tasks.
2	35-55	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 pre-printed forms for optical scanner.	Skill in 1, (4) typing; ability to 3, (5) read, copy & record figures.
3	0-14	Performs variety of clerical tasks related to data processing work (e.g., proofreads; distributes & mails output; codes & totals data; maintains entry logs; sorts & files).	Knowledge of (6) office practices & procedures*; ability to (7) follow basic instructions, (8) add, subtract, multiply & divide whole numbers, (9) sort items into categories according to established methods.
4	0-13	Performs additional clerical tasks related to general or library work (e.g., types; receives visitors; answers telephone; keeps records; files; shelves books).	Knowledge of 6*; skill in 4; ability to 5, 9, (10) answer routine inquiries.

(43)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work evening or night shift.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 4 courses in typing (or 12 mos. exp.); 300 hrs. training in use of CRT or similar video display equipment (or 3 mos. exp.); or equivalent or 4 mos. exp. as Data Entry Operator 1, 12331.

FORM ADM-4134

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