OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Data Entry Operator 3 — NEW — AUG 0 2 1987

CODE: 12333C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data entry supervisor or office supervisor, acts as lead worker (i.e., trains & provides work direction on daily basis) over lower-level data entry operators, performs data entry to transfer raw data into machine-readable form, verifies accuracy & makes corrections;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-42	Acts as lead worker (i.e., trains & provides work direction on daily basis) over lower-level data entry operators, substitutes for data entry supervisor, reports unit status & informs & updates workers & agencies served.	Knowledge of (1) supervisory techniques*, (2) employee training & development*; skil in (3) operation of CRT or similar video display equipment & related peripheral machines (e.g., scanner, printers); abilit to (4) apply principles to solve practical, everyday problems, (5) add, subtract, multiply & divide whole numbers, (6) establish friendly atmosphere as supervisor of work unit.
2	11-31	Operates keyboard on data entry equipment (e.g., key to disk, tape or card; video display terminal; selectric typewriter).	Skill in 3, (7) typing; ability to (8) read, copy & record figures.
3	25-45	Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections & adjustments as needed.	Skill in 2, 7; ability to (9) proofread material, recognize errors & make corrections.
4	2-22	Monitors & performs related clerical tasks (e.g., logs; operates computer-related or peripheral machines; copies, edits, sorts & codes information; assists with machine maintenance; distributes & mails output).	Knowledge of 1, (10) office practices & procedures*; ability to 4, 5, (11) sort items into categories according to established methods.

(44)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work evening or night shifts.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 8 mos. exp. as Data Entry Operator 1, 12331, or 4 mos. exp. as Data Entry Operator 2, 12332 (or 18 mos. typing experience); or equivalent.

FORM ADM-4134

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