NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Data Entry Supervisor 1	CODE: 12335C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from data processing manager, supervises unit of no more than 20 data entry operators to maintain established data entry & verification quotas & standards;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	59-79	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., unit of no more than 20 data entry operators); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision*; skill in (2) operation of CRT or similar video display equipment & peripheral machines (e.g., scanner, printer); ability to (3) apply principles to solve practical, everyday problems, (4) add, subtract, multiply & divide whole numbers, (5) gather, collate & classify information about data, people or things, (6) establish friendly atmosphere as supervisor of work unit.
2	0-19	Supervises training of new employees; instructs employees, gives tests & observes performance to evaluate progress.	Knowledge of 1, (7) employee training & development; skill in 2; ability to 5.
3	0-18	Designs & implements work procedures; reports unit status & progress to data processing management; coordinates work with agencies served to ensure customer satisfaction.	Ability to 5, (8) interpret variety of instructions in written, oral, picture or schedule form, (9) handle contacts with agencies served.
4	4-24	Supervises & performs related clerical tasks (e.g., logs; operates computer-related or peripheral machines; maintains data entry equipment; maintains filing system).	Skill in 2; ability to 5.

(45)

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 calculate fractions, decimals & percentages & to read & write common vocabulary plus: 4 mos. exp. as Data Entry Operator 3, 12333, or 8 mos. exp. as Data Entry Operator 1 &/or 2 (or 8 mos. exp. in operation of keypunch machine or video display terminal); or equivalent.

FORM ADM-4134

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