

ATTORNEY GENERAL
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES

Data Entry

SERIES NUMBER

1233AG

MAJOR AGENCIES

Attorney General only

EFFECTIVE

03/29/1993

SERIES PURPOSE

The purpose of the data entry series is the input, verification & editing of raw data into machine-readable form. At the lower-levels, incumbents do data entry &/or verification. At the higher level, incumbents act as lead worker.

CLASS TITLE

Data Entry Operator 1

CLASS NUMBER

12331AG

PAY RANGE

04

EFFECTIVE

03/29/1993

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of unit policies & procedures regarding basic data entry in order to input machine-readable data.

CLASS TITLE

Data Entry Operator 2

CLASS NUMBER

12332AG

PAY RANGE

25

EFFECTIVE

03/29/1993

CLASS CONCEPT

The full performance level class works under general supervision & requires working knowledge of unit policies & procedures regarding data entry & verification in order to input & verify machine-readable data.

CLASS TITLE

Data Entry Operator 3

CLASS NUMBER

12333AG

PAY RANGE

26

EFFECTIVE

03/29/1993

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of unit policies & procedures regarding data entry & verification in order to input & verify machine-readable data & act as lead worker.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Entry Operator 1	12331AG	45	03/29/1993	04

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates keyboard on data entry equipment (e.g., key to disk, tape or card, video display terminal), operates electric typewriter keyboard to transfer coded data to free or preprinted forms for optical scanner.

Performs variety of clerical tasks related to data processing work (e.g., proofreads, files, distributes & mails output, totals data, maintains entry logs).

MAJOR WORKER CHARACTERISTICS

Knowledge of addition, subtraction, multiplication & division. Skill in typing; operation o data entry equipment*, operation of peripheral machines (e.g., scanner, printer)*. Ability to check pairs of items that are similar or dissimilar; read, copy & record figures; proofread material, recognize errors & make corrections; move limbs, fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in writing & speaking common English vocabulary; typing skill of 45 words per minute.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Entry Operator 2	12332AG	45	03/29/1993	25

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections or adjustments as needed.

Operates keyboard on data entry equipment (e.g., key to disk, card or tape, video display terminal); operates electric typewriter.

Performs clerical tasks related to data processing (e.g., proofreads, distributes & mails output, codes & totals data, maintains entry logs, sorts & files).

MAJOR WORKER CHARACTERISTICS

Knowledge of addition, subtraction, multiplication & division; office practices & procedures*. Skill in operation of data entry equipment; operation of peripheral machines (e.g., scanner, printer); data verification equipment*. Ability to proofread material, recognize errors & make corrections; read, copy & record figures; check pairs of items that are similar or dissimilar; proofread material, move limbs, fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in use of data entry equipment; typing skill of 45 words per minute.

-or 4 mos. exp. as Data Entry Operator 1, 12331.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Entry Operator 3	12333AG	45	03/29/1993	26

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., trains & provides work direction on daily basis) over lower-level data entry operators, reports unit status & informs & updates workers & agencies served.

Operates keyboard on data entry equipment (e.g., key to disk, tape or card, video display terminal); operates electric typewriter.

Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections & adjustments as needed.

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).

MAJOR WORKER CHARACTERISTICS

Knowledge of employee training & development*; office management*; addition, subtraction, multiplication & division. Skill in operation of data entry & verification equipment; operation of peripheral machines (e.g., scanner, printer). Ability to proofread material, recognize errors & make corrections; check pairs of items that are similar or dissimilar; move limbs, fingers easily to perform manual functions repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. trg. or 12 mos. exp. in use of data entry & verification equipment; formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; typing skill of 45 words per minute.

-or 4 mos. exp. as Data Entry Operator 2, 12332.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.