



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **DATA ENTRY MACHINE OPERATOR**  
Jurisdictional Class: Competitive  
Civil Division: County Treasurer, Data Processing, County Highway, Social Services, CCC  
Adoption: CSM 12/01/78  
Revised: CSM 11/12/80, 09/02/87, 10/07/87, 04/13/88, 03/18/92,  
04/08/92, 12/17/97, 09/10/03, 4/12/2017

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for using alphanumeric keyboards to enter or verify data from a variety of sources utilizing a variety of formats. This class differs from other clerical positions in that the Data Entry Machine Operator must spend the majority of their work time keying information using an alphanumeric keyboard. The information entered becomes part of the database of a variety of computers, both mainframe and microcomputers. Incumbents set up and use a variety of screen formats for data entry. The work is performed under general supervision of a higher level employee with the leeway allowed for exercise of independent judgment in carrying out details of the work. Additionally, when not performing actual data entry, the incumbent will perform other related clerical and typing duties. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Operates a data-entry keyboard or microcomputer, including word processing and database management software in compiling and processing data for a variety of records and related reports;  
Sets up appropriate controls on equipment for marginations, line spacing, paragraph, heading and footer information, and other controls as necessary for document amendment or production;  
Updates existing records and maintains the database to ensure correct status information;  
Maintains logs and other controls of source materials associated with data input, output, and final format;  
Converts raw data into computer acceptable source documentation for data entry;  
Works with various employees involved in preparation of data for eventual computer processing and storage;  
Recognizes errors in source documents or original entries and follows up with corrections prior to release for processing;  
Compares source material with reports and other documents for accuracy and completeness prior to entering;  
Maintains files and manuals or similar materials on system procedures;  
Prepares a variety of records and reports related to the work;  
In accordance with specific program instructions, scans source documents and transcribes selected data onto magnetic tape, disc, or directly into the computer by manipulating the alphanumeric key portion of the machine;  
Locates proper source data files and makes changes, additions, or corrects errors;  
Enters data from a variety of sources directly into the computer by keying information using an alphanumeric keyboard;  
Updates existing records and maintains the database to ensure correct status information;  
Recognizes errors in source documents or original entries and follows up with the correct ions prior to release for processing;  
Compares source material with reports and other documents for accuracy and completeness prior to entering;  
Verifies data previously entered in order to detect errors by reentering or reading the data using source documents;

**TYPICAL WORK ACTIVITIES: (Illustrative only), Continued**

While entering data, when alerted by the computer via error message, determines the cause of the error message and either makes appropriate corrections or notations on the source documents as to the source of the error;

Prepare a variety of records and reports related to the work;

Maintains files and/or manuals or similar materials on system procedures;

Sets up machines(s) as needed to begin work;

Identifies and retrieves information from the computer;

May search and extract data from computerized records;

May occasionally operate other office equipment;

May occasionally do standard office duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of the use and function of data-entry equipment and related peripheral equipment and its relation to a computer database;

Working knowledge of agency policy governing the entry of data;

Working knowledge of office terminology and procedures;

Ability to manipulate an alphanumeric keyboard on a variety of data entry equipment with a high degree of speed and accuracy;

Ability to coordinate information from a typed or handwritten document to a data entry screen and verify document on monitor;

Ability to understand and follow oral instructions as well as read and understand written information and directions provided in manuals and written procedures;

Ability to make comparisons, identify and correct errors;

Ability to plan and schedule data entry activities so as to complete work in a timely manner.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND EITHER:

(A) One (1) year of work experience, or its part-time equivalent, in the operation of an alphanumeric keyboard to record data to a computer database; OR

(B) Successful completion of a training course in data entry operation, keyboarding or a closely related field; OR

(C) An equivalent combination of training and experience as described in (A) and (B) above.