

## **DATA ENTRY OPERATOR I (SPANISH SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is general clerical work which primarily involves the operation of a an alphanumeric keyboard to enter data from source documents into a computer database and/or forms and documents and to verify previously entered data. Incumbents may also prepare reports, charts, and other materials, and may operate scanning equipment, categorize and index scanned documents and perform related clerical duties. Entering and verifying data encompasses a majority of the duties. This title is distinguished from that of a Data Entry Operator I in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher-level clerical employee. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates an alphanumeric keyboard to enter data from source documents into a computer database;

Reviews source documents for completeness and accuracy before entering data into a computer database;

Identifies needs for output information and makes appropriate entries, adjustments and necessary provisions to generate and retrieve desired output, including but not limited to forms, documents, reports, etc.;

Compares data previously entered with the source documents and corrects any errors;

Categorizes and indexes scanned documents;

Records information on an appropriate form or document;

Prepares a variety of records, reports, forms, charts, and other materials, generally by accessing databases and formatting data;

May type correspondence, documents, records and other written material;

May perform related clerical duties including, but not limited to, organizing files, photocopying, filing, mailings, sorting and distributing mail, and answering phones to provide routine information and refer callers.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office practices and routines; working knowledge of the methods and equipment used in data entry; working knowledge of basic arithmetic; ability to type and/or enter data at an acceptable degree of speed and accuracy\*; ability to read, speak and understand Spanish; ability to use computer software in the completion of assignments\*; ability to understand and carry out basic oral and written instructions; ability to maintain basic records; ability to prepare basic, structured reports; ability to make visual comparisons and to identify errors.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one (1) year of clerical work experience which substantially involved typing.

(over)

**NOTES:**

1. Academic, technical or vocational training or clerical experience may be substituted for high school on a year-for-year basis.
2. Completion of nine (9) college credits in computer science, information technology, data processing or a closely related field may be considered fully qualifying.
3. Incumbents are expected to possess a level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

**PROMOTION:** One (1) year of permanent competitive class status in any clerical Spanish speaking title.

\*To be demonstrated during the probationary period.