

DATA ENTRY OPERATOR I

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. 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 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.

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.

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

*To be demonstrated during the probationary period.

(over)

For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:

SPECIAL REQUIREMENT: Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI. NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.

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Competitive