



June 1991

DATA ENTRY OPERATOR - ADULT EDUCATION

DEFINITION

Under general supervision, to operate a VT style Digital Equipment Corp., computer terminal and keyboard, used in conjunction with a DEC VAX Model 4000-200 Computer; to prepare and distribute output to Adult Education administration and staff; to perform related clerical functions, including answering telephones; and to do related work as required.

EXAMPLES OF DUTIES

Examines input data documents with respect to accuracy of registration information, fees, attendance, payroll, inventory, etc., prior to completion of data entry function; reports discrepancies to supervisor for handling; enters and verifies financial and statistical data using Digital Equipment peripherals; maintain records of machine operating time; perform routine accounting, clerical and recordkeeping work.

REQUIRED QUALIFICATIONS

Knowledge of:

- Digital Equipment VT style terminal/keyboard;
- DCL Command Language;
- Modern office practices and procedures;
- Standard office equipment;
- Methods, procedures and practices pertaining to data entry activities.

Ability to:

- Operate Digital Equipment VT style terminal/keyboard at a net production rate of 2000 strokes per 15 minutes;
- Understand and follow oral and written directions;
- Perform routine clerical tasks;
- Apply appropriate telephone etiquette.

Experience:

- Six months of recent, paid experience, preferably in the operation of Digital equipment VT style terminal/keyboard.

Education:

- Equivalent to graduation from twelfth grade, completion of a course in keyboarding is desirable.

This position will be paid on the appropriate step of the Classified salary schedule.

- Range 145
- 12 months