

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

DATA INPUT - LEAD

Position Code: K2660

DISTINGUISHING FEATURES OF THE CLASS:

Under direction, in either a production (quota) or non-production setting, operates keyboard controlled data entry device such as keypunch machine or key operated tape or disc encoder to transfer captured data or transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transference/transcribing procedures and relevant data entry equipment. Serves as lead worker by instructing, directing and reviewing the work of other data input staff. Requires the ability to operate a keyboard controlled data entry device rapidly and accurately at a working rate of speed.

ILLUSTRATIVE EXAMPLES OF WORK:

Typical duties include, but are not limited to, a combination of functions defined in the lower level of this series AND such functions as:

1. Serves as lead worker for lower level data input staff; exercises responsibility for assigning and reviewing work to ensure established methods and procedures are maintained;
2. Receives and reviews input and output data for problems; maintains and revises lists, control records and source data used in the preparation of recurring reports and records; compiles reports as requested; may code source data and lists according to prescribed code designations; investigates and corrects problems causing incorrect input and output;
3. Records and saves input data for computer processing; enters sequence of commands to call up and transfer captured data to the appropriate media for use in the computer processing, audits output reports according to instructions;
4. Enters alphabetic, numeric or symbolic data from source documents into computer, using data entry device and following format displayed on screen; compares data entered with source documents, or reenters data in verification format on screen to detect errors; corrects errors;
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of high school

DATA INPUT LEAD (Controller)

and two years of related office experience as would be gained as a Data Input Controller.

Knowledge, Skills and Abilities:

Requires ability to operate a keyboard controlled data entry device rapidly and accurately at a working rate of speed.

Requires ability to follow oral and/or written instructions.

Requires extensive knowledge of office practices, procedures and programs.

Requires elementary knowledge of Department programs, policies and regulations.

Requires working knowledge of basic mathematics.

Requires working knowledge of how to compile information and prepare logs and reports.

Requires ability to operate commonly used office equipment and perform routine maintenance.

Approved by the Secretary of State Merit Commission - March 12, 1996.

Effective - April 1, 1996.

EXAMINATION INFORMATION

Test and Weights: Education and Experience, 100%

Length of Eligibility: 1 year