

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

DATA INPUT MANAGER

Position Code: K2700

DISTINGUISHING FEATURES OF THE CLASS

Under direction, manages, plans, supervises and evaluates the activities of several moderate to moderately large units of data input operators engaged in a variety of data input activities including multi-shift responsibilities; coordinates data input functions with other affected areas of the Office of the Secretary of State; establishes, revises and maintains controls to regulate volume and accuracy of production.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Manages, plans, supervises and evaluates, through subordinate first line supervisors, the activities of several moderate to moderately large units of data input operators engaged in a variety of data input activities including multi-shift responsibilities.
2. Devises and implements controls and production schedules to regulate volume and accuracy; plan schedules and coordinates work flow.
3. Supervises and coordinates the activities of several large data input organizational units to obtain maximum utilization of personnel and equipment, and assists in correlating the operations of data input with computer operations and others; exercises responsibility for the coordination and direction of clerical staff in work pertaining to the data input operation.
4. Studies and examines data input operational procedures in conjunction with administrative staff; devises, recommends and initiates procedural and operational improvements; devises data input program outlines.
5. Directs the maintenance of attendance, production and accuracy of records; prepares detailed reports to the supervisor covering operational problems and suggested solutions; attends and participates in agency staff conferences where data processing problems are discussed and resolved.
6. Supervises and directs on-the-job training of new operators in the effective and proper use of alphanumeric data input machines; assists in conducting training classes pertaining to applicable data processing equipment.
7. Interviews applicants to determine their qualifications and recommends hiring them on the basis of these interviews; exercises responsibility for appraisals of the work performance of subordinate first line supervisors, data input operators and clerical staff.
8. May requisition supplies and/or equipment, exercising authority and responsibility for the

DATA INPUT MANAGER (Continued)

effective use of materials.

9. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school and three years of progressively responsible supervisory experience in the operation of data input machines.

Knowledge, Skills and Abilities

Requires thorough knowledge of the use and operation of alphanumeric data input machines.

Requires extensive knowledge of office procedures, methods and equipment.

Requires working knowledge of the programs and operations of the Office of the Secretary of State.

Requires elementary knowledge of the use and application of computer systems operations as related to data input operations.

Requires the ability to plan, assign, supervise and coordinate the activities of several staff units of data input operators and supervisors.

Requires the ability to establish and maintain satisfactory working relationships with other staff supervisors, section supervisors and employees.

Requires the ability to develop new and improve methods, techniques, procedures and forms as well as initiate and implement necessary work and production controls.

Requires the ability to perform under noisy conditions.

Approved by the Secretary of State Merit Commission - October 11, 1977

Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year