

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

DATA INPUT SUPERVISOR

Position Code: K2808

DISTINGUISHING FEATURES OF THE CLASS

Under direction, plans, assigns and reviews the activities of a moderate to moderately large staff of data input operators engaged in complex and/or rapid data input operations; assists in correlating data input operations with computer operations; establishes and maintains controls to regulate volume and accuracy of production.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assigns, reviews, supervises and coordinates the functions of a moderate to moderately large staff of data input operators engaged in data input.
2. Establishes and maintains controls and production schedules to regulate volume and accuracy; supervises the clerical staff in the distribution of work among operators; plans and directs flow of work through data entry.
3. Devises and initiates new and revised methods of scheduling and improving data input procedures; consults with manager and other first-line supervisors on procedural and program changes.
4. Maintains attendance, production and accuracy records reflecting the activities of data input operators and control sheets recording work in progress.
5. Trains and/or supervises the training of new and/or higher level operators in the effective and proper use of an alphanumeric data input machine and in the use of alternate data input machine programming devices; acquaints operators with type and form of source documents and medium on which data is recorded.
6. May operate alphanumeric data input machines and various types of unit record equipment or mini-computer data input equipment.
7. Assists in the correlation and interface with computer operations and other affected areas of the Office of the Secretary of State.
8. Performs other duties as required or assigned.

DATA INPUT SUPERVISOR (Continued)

REQUIREMENTS:

Education and Experience

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

Knowledge, Skills and Abilities

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

Requires extensive knowledge of office procedures, methods and equipment.

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

Requires the ability to plan, assign, supervise and coordinate the work of data input operators.

Requires the ability to maintain a satisfactory working relationship with other staff supervisors and employees of the Secretary of State.

Requires the ability to discharge complex clerical and record keeping functions inherent in the supervision of a moderate to moderately large operating staff.

Requires the ability to evaluate and control the activities of the staff in accordance with established production and accuracy standards.

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