

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

**INTERMITTENT DATA INPUT CONTROLLER**

**Position Code: K4099**

**DISTINGUISHING FEATURES OF THE CLASS:**

Under general supervision, on an intermittent basis for a period not to exceed 1500 hours nor less than 800 hours per twelve month period, in either a production (quota) or non-production setting, operates keyboard controlled data entry device such as keypunch machine, key operated tape or disc encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment. Work is routine and repetitive and follows specific procedures or detailed instruction. Works from various standardized sources documents, which have been coded or may require some judgement in selecting procedures to be followed in the coding or interpreting of data to be entered. Refers problems arising from erroneous items, codes, or missing information to supervisor or higher level 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, such functions as:

1. In a production (quota) setting, must meet the production rate and error level standards established;
2. Enters alphabetic, numeric or symbolic data from source documents into computer, using data entry device and following format displayed on screen;
3. Compares data entered with source documents, or reenters data in verification format on screen to detect errors;
4. Deletes incorrectly entered data, and re-enters correct data;
5. May compile, sort and verify accuracy of data to be entered, may keep record of work completed.
6. May perform related clerical duties; maintains and revises lists, control records and coding schemes necessary to process source data;
7. May code data and calculate batch totals where appropriate; may input data with necessary documentation for computer processing, audits output to ensure control totals are correct and distributes output reports according to predetermined instructions;
8. Performs other duties as required or assigned which are reasonably within the scope of the

## **INTERMITTENT DATA INPUT CONTROLLER (Continued)**

duties enumerated above.

### **DESIRABLE REQUIREMENTS:**

#### **Education and Experience:**

Requires knowledge, skill and mental development equivalent to completion of high school, preferably including courses in the care and operation of a typewriter or data entry equipment.

#### **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 elementary knowledge of office practices, procedures and programs.

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

Requires working knowledge of basic mathematics.

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:           Written Test  
                                      Typing Test

Knowledge Tested:         Name and Number Checking  
                                      Arithmetic  
                                      Written Instructions  
                                      Filing/Alphabetizing  
                                      Spelling  
                                      Reports  
                                      Office Methods and Procedures

Length of Eligibility:       1 year