

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

VALIDATING MACHINE OPERATOR

Position Code: K9360

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs a variety of work involving the accurate and rapid validation of statistical, financial, or numerical items on validating machines; checks and verifies varied calculations already made; performs a variety of general clerical tasks.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Reviews work received for completeness and accuracy information prior to machine operations.
2. Operates validating machines in validating various numerical, financial, statistical and other items on vehicle or drivers applications and documents, etc.
3. Enters data on tabulation sheets or tapes.
4. Operates other related office machines.
5. Makes minor repairs and adjustments to validating machines.
6. May perform miscellaneous clerical work such as posting, batching, filing or checking of documents, or balancing of machine tape totals.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and requires six months of experience in the care and operation of a typewriter, validating machine or related keyboard equipment.

Knowledge, Skills and Abilities

Requires working knowledge of commercial arithmetic.
Requires working knowledge of office procedures, methods and equipment.
Requires ability to operate a validating machine rapidly and accurately.
Requires ability to understand and follow oral and written instructions.

VALIDATING MACHINE OPERATOR (Continued)

Approved by the Secretary of State Merit Commission - March 12, 1985
Effective - March 16, 1985

EXAMINATION INFORMATION

Tests and Weights: Written Test

Length of Eligibility: 1 year