

7. Reviews final product for completeness, accuracy and adherence to procedures;
8. Trains newly assigned personnel on equipment and procedures;
9. Monitors and evaluates the work of assigned staff in accordance with established performance and productivity standards;
10. Maintains liaison with users regarding receipt of input material, changes, status of work and problems encountered related to data input;
11. Coordinates with other department units relative to scheduling, productions, equipment use and problems encountered;
12. Develops and prepares data entry screens to facilitate data input;
13. Process reports for various aspects of the unit including fleet and budget;
14. Accepts payments and processes logs;
15. Performs clerical duties within the unit;
16. May be required to perform special projects as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of data entry operation; good knowledge of data entry equipment; good knowledge of department functions and services; good knowledge of data processing systems and potential use in agency operations; good knowledge of office practices, procedures and standard office equipment; ability to plan, supervise and evaluate the work of others; ability to evaluate operations and resolve problems in system; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships with others; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Associate's Degree in Computer Science or related field and two (2) years experience in office clerical which shall have included responsibilities for data entry; and two (2) years of which must have been in a supervisory capacity; **Or**

- (B) Graduation from High School or possession of a high school equivalency diploma and four (4) years in office clerical which shall have included responsibilities for data entry ;and two (2) years of which must have been in a supervisory capacity.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED 3/14/26