

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** DATA ENTRY OPERATOR

**TITLE #:** 1207

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the accurate operation of an alphanumeric keyboard to transcribe or enter data from source documents and to verify data previously transcribed or entered. Data input is performed under the general supervision of an appropriate senior official and must be verified according to department procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Transcribes input media from a variety of sources;

Operates alphanumeric keyboard in the verification of transcribed input media on the system;

Uses computer applications in performing work activities;

Prepares reports as required utilizing data previously entered;

Operates standard office machines including but not limited to adding machines, typewriters, collators, or bursters;

Periodically cleans and performs routine preventive maintenance services to the data entry equipment;

May perform other clerical functions including but not limited to filing, batching, and production logging.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and practices; working knowledge of the theory and practice of data entry equipment operation; ability to read small printed words and numbers rapidly and accurately; ability to operate an alphanumeric keyboard with satisfactory speed and accuracy; ability to compile reports from a database; ability to understand and follow oral and/or written directions; clerical aptitude; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which involved data entry.

**JURISDICTIONAL CLASS:** Competitive; Non-Competitive when part-time among Towns & Villages.