

SENIOR DATA ENTRY MACHINE OPERATOR

Location: Tioga County Department of Social Services
Classification: Competitive
Salary: CSEA - Grade V
Adopted: Revised 9/07, 08/12; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County's Department of Social Services using data entry devices and involves responsibility of transcribing and entering accounting, statistical, demographic and/or eligibility data from a variety of source documents into the computer. An incumbent has responsibility for maintaining an adequate work flow to and from operations and exercises statistical and accounting controls over the work. Tasks usually follow a prescribed routine and are performed under general supervision of a higher ranking operator or other superior. Leeway is allowed for exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- In accordance with the Welfare Management System (WMS) and other State and local applications, scans source documents and transcribes selected data directly into the computer;
- Maintains the efficient flow of work and quality of finished data entry machine transcribed product to insure efficiency of the operation;
- Maintains the Benefit Issuance and Control Sub-System (BICS);
- Locates proper source data files and makes changes, additions, deletions or corrects errors;
- Searches and extracts data from BICS, prints reports, and oversees daily backup of BICS systems;
- Processes and maintains TREAT (Text Report Extractor and Translator) application;
- Assists in training users of WMS and BICS by providing orientation and training sessions;
- Maintains production input/output control schedules, production reports and similar records;
- Provides assistance and support to WMS;
- Performs minor maintenance on host printing equipment such as loading paper, lining up printers, and changing ribbons;
- Assists with maintaining the integrity of the State assigned CIN (Client Identification Number) by investigating and reporting instances of duplication;
- Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of theory and practice of operating data entry machines and related equipment; good knowledge of office terminology, procedures and equipment; ability to operate data entry machines accurately at a reasonable rate of speed; ability to plan and schedule a variety of input and output data for a computer center operation; ability to understand and interpret written and oral instructions, a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma and **EITHER:**

- (a) Two years of full-time paid experience or its part-time equivalent in the operation of data entry or keypunch machines; **OR**
- (b) Satisfactory completion of a course in data entry or keypunch machine operation and one year of full-time paid experience or its part-time equivalent as outlined in (a) above; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.