

CLASS TITLE: Assistant Supervisor of Data Entry Operators

CHARACTERISTICS OF THE CLASS: Under supervision, schedules daily work assignments and oversees subordinate staff engaged in computer data entry operations within a data processing operations unit; and performs related duties as required.

EXAMPLES OF DUTIES: Assists in the supervision of a large group of Data Entry Operators and Senior Data Entry Operators engaged in computer data preparation, entry and retrieval functions; prepares and assigns daily work schedules for subordinate staff; confers with supervisor to schedule and prioritize data entry projects; instructs operators on time saving and efficient data entry work procedures; prepares and maintains production records and ensures that established efficiency and production standards are met; maintains log of work in progress; responds to inquiries from user clientele regarding completion of data entry projects; assists in training subordinate staff on computer terminals and in data entry operations; operates computer terminal to perform data entry operations as required; may write data entry operating procedures for data entry projects.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible experience in computer data entry operations; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of computer data entry operations. Knowledge of data processing systems. Knowledge of the operation and care of electronic data processing equipment.

Ability to assign and review the work of subordinate data entry staff. Ability to schedule daily work assignments and projects. Ability to instruct and train subordinate staff.

Skill in operating data processing equipment. Skill in planning and organizing the work of subordinate personnel.