

## ASSISTANT DATA ENTRY SUPERVISOR

GENERAL STATEMENT OF DUTIES: Assists in the supervision of Data Entry Operators and the operations of a variety of input devices as a means of transcribing data from source documents to either magnetic discs, tapes, microfilm and/or directly into a computer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position assists in arranging for and administering the use of all data transcription equipment, such as: Data Entry Keyboard, Optical Character Readers, Microfilm Cameras or other types of input devices to achieve the department's informational needs. Supervision is exercised over a large number of subordinate employees.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the operation of the Data Entry Unit;

Designs and revises program formats for data conversion;

Assists in writing keying instructions for Data Entry Operators to correspond to program formats;

Assists in the development of all procedures; plans and maintains the flow of work for the data entry unit of the department;

Maintains production records for individual operators;

Assists in the preparation of written evaluations of employee performance in accordance with County and departmental policies, procedures and guidelines;

Schedules leave, work breaks and lunch hours for the Data Entry Staff;

Consults with technical, supervisory and administrative personnel in other data processing sections on matters concerning the transcription of information;

Assigns, schedules and reviews all work assignments for completeness;

Identifies staff training needs and instructs operators on applicable programs, procedures and equipment use;

Resolves questions concerning source documents and equipment use;

Recommends on hiring, disciplining and discharging of Data Entry Staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation and use of a variety of data entry devices; good knowledge of the principles and practices of supervision; good knowledge of format programming language used on a Sperry Cade System; good knowledge of modern office practices and procedures; ability to schedule and supervise the work of others; ability to train employees in the use of Data

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd)

Entry equipment; ability to plan, assign, review and expedite the work of others; ability to understand and carry out complex oral and written directions; reliability; resourcefulness; accuracy; tact; stamina; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years experience in the operation of data entry equipment.

SUBSTITUTIONS: Satisfactory completion of a course in the operation of data entry equipment may be substituted for experience on a month for month basis up to a maximum of six months experience.