

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**DATA INPUT ASSOCIATE**

**Position Code: K2650**

**DISTINGUISHING FEATURES OF THE CLASS:**

Under direction, not in a production (quota) setting, operates keyboard controlled data entry device such as keypunch machine, key operated tape or disc encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard or relevant data entry equipment and the use of subject-matter knowledge and judgement to complete assignments consisting of numerous clerical steps that vary in nature and sequence. Work requires the application of experience and independent judgement in selecting procedures to be followed and in searching for, interpreting, selecting or coding items to be entered from a variety of source documents. Requires the ability to operate a keyboard controlled data entry device rapidly and accurately at a working rate of speed.

**ILLUSTRATIVE EXAMPLES OF WORK:**

Typical duties include, but are not limited to, a combination of functions defined in the lower level of this series AND such functions as:

1. Reviews computer input and output documents to ensure accuracy, completeness and adherence to established standards;
2. Reviews documents, surveys, questionnaires, etc. to ensure completeness and appropriateness prior to data entry;
3. Reviews notes and instructions written on source documents and compares information with printouts to detect errors and ensure completeness and conformity with established policies and procedures;
4. Enters alphabetic, numeric or symbolic data from source documents into computer, using data entry device and following format displayed on screen;
5. Compares data entered with source documents, or reenters data in verification format on screen to detect errors; corrects data;
6. Notifies supervisor when errors and shortage of output are detected; corrects errors or refers work to other workers for corrections; provides some guidance and direction to lower level staff in fulfilling support functions;
7. Compares corrected input and output data with source documents, worksheets and data displayed on screen of computer terminal to verify corrections;

**DATA INPUT ASSOCIATE (Continued)**

- 8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**DESIRABLE REQUIREMENTS:**

**Education and Experience:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of experience as would be gained as a Data Input Controller.

**Knowledge, Skills and Abilities:**

Requires ability to operate a keyboard controlled data entry device rapidly and accurately at a working rate of speed.  
Requires ability to follow oral and/or written instructions.  
Requires extensive knowledge of office practices, procedures and programs.  
Requires elementary knowledge of Department programs, policies and regulations.  
Requires working knowledge of basic mathematics.  
Requires working knowledge of how to compile information and prepare logs and reports.  
Requires ability to operate commonly used office equipment and perform routine maintenance.

Approved by the Secretary of State Merit Commission - March 12, 1996.  
Effective - April 1, 1996.

**EXAMINATION INFORMATION**

Test and Weights:                      Written Test  
   Typing Test

Knowledge Tested:                      Name and Number Checking  
   Arithmetic  
   Written Instructions  
   Filing/Alphabetizing  
   Spelling  
   Reports  
   Office Methods and Procedures  
   Programs, Policies and Procedures

Length of Eligibility:                      1 year