

Minimum Qualification Specifications
for the Classes:

DATA ENTRY OPERATOR I & II

Basic Education/Experience Requirement

Work experience which demonstrated knowledge of English grammar, spelling, arithmetic; ability to read, understand and follow oral and written instructions; write simply and directly; and compare words and numbers quickly and accurately. This requirement may also be met by possession of a high school diploma, or equivalent.

Skill Requirement: Must be able to use a computer keyboard and a ten-key numeric keypad by touch.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Yrs)	Supervisory Aptitude	Total Experience (Yrs)
Data Entry Operator I	--	--	--
Data Entry Operator II	1	*	1

Specialized Experience: Work experience which involved operating electronic data entry equipment to input alphabetic and numeric information from source documents.

*Supervisory Aptitude: Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory responsibilities through supervisory responsibilities or aspects; by serving as a team leader; by details to supervisory positions; by completion of training courses in supervision accompanied by applications of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

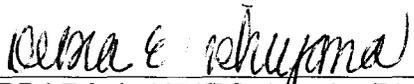
Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

Desirable Qualifications

Ability to perform data entry at an acceptable rate of speed and accuracy.

This is an amendment to the minimum qualification specifications for the classes DATA ENTRY OPERATOR I & II, which were approved on October 25, 2007.

DATE APPROVED: 2/6/2012



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