

Minimum Qualification Specifications  
for the Classes:

DATA ENTRY SUPERVISOR I and II

**Basic Experience/Education 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.

**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 Experience (Yrs)	Total Experience (Yrs)
Data Entry Supervisor I	2	*	2
Data Entry Supervisor II	2	1	3

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

**Supervisory Experience:** Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

\*For the Data Entry Supervisor I level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Skill Requirement**

Must be able to enter alpha-numeric data at an acceptable rate of speed and accuracy.

**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**

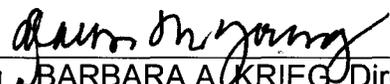
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

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

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This is an amendment to the minimum qualification specifications for the classes Data Entry Supervisor I and II, which were approved on October 25, 2007.

DATE APPROVED: 4/24/2013

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development