

Title: Data Entry Operator	Effective Date: May 11, 2012	Grade: VI	Job Category: Admin. Support
Prior Title: Data Entry Operator	Prior Effective Date: August 24, 2007	Grade: VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Quality Assurance Specialist II, this position is responsible for the keying of source document information according to prescribed procedures and maintaining superior accuracy at an acceptable rate of speed.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Perform entry of data for input into automated systems.
- Perform data verification.
- Assure accuracy of work.
- Perform entry of written information for word processing.
- Work closely with control personnel to maintain schedules and meet deadlines.
- Process sensitive documents in confidence.
- Train other operators in entry or processing procedures.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Training with a minimum of two years experience in data entry or word processing. Working knowledge of Microsoft Word, Excel, Outlook, and Basic Internet.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

