Data Entry Operator - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:
        Has a complete and thorough understanding of the organization's data processing system functions; input, output, comparing, sorting, segregating, balancing, storing, retrieving, imaging
        Knows appropriate data processing procedures; can apply standard processes to various data entry operations
        Knows security procedures for D.P. system; access, shutdown, start-up, maintenance
        Understands organization products and services; is able to distinguish between various kinds of data entries to ensure entries are correctly processed

QUALITY OF WORK:
        Has required data entries correctly entered within specified time period for each function
        Spots data input errors and corrects same before proceeding to next function
        Finds root cause of data input problems; devises new methods to overcome data entry interruptions
        Complies, sorts and verifies accuracy of all data to be entered before proceeding or before saving information to operating system
        Reacts promptly to problems and proceeds to handle a problem/crisis calmly and aggressively
        Follows strict procedures regarding over-rides, non-conforming entries, and security of the system

QUANTITY OF WORK:
        Accomplishes daily scheduled tasks in a timely and efficient manner
        Completes daily input and balancing in accordance with schedule
        Prepares and runs all special reports (i.e., payroll deduction runs) in accordance with requirements established by management
        Takes on special projects concerned with computer application

JUDGEMENT:
        Knows when to refer problems to supervision for input and resolution
        Makes decisions, within authority and proceeds to continue computer operation
        Assumes responsibility in standardized situations to best serve the customer and the organization
        Evaluates alternatives which could save time/money and presents them to supervisor
        Weighs impact of actions -- on system and users -- in advance, before proceeding
        Thoroughly understands organization policies and procedures and conforms to requirements