

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Key Entry Operator I

Class Code: 1801

Pay Grade: 503

GENERAL CLASS DESCRIPTION:

Under direct supervision, operates key entry equipment to encode data into computer readable format. Performs heads-down keying and maintains accurate keying and high keystroke per hour rate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates key entry equipment to encode data from a large variety of forms provided by university offices into a machine readable form, using a variety of record formats with different job procedures in accordance with written instructions.
2. Proofreads source documents to ensure required information is present. Reports any uncorrectable errors detected in source documents to immediate supervisor.
3. Sets up machine (key entered program) according to type of job submitted from the department and per specific written instructions.
4. Locates missing or illegible information on source documents using a variety of materials; uses the specific punctuation and abbreviations required by each department.
5. Keeps record of personal time; stamps or initials source documents to indicate processing completed.
6. Greets public and answers telephone as needed.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Ability to manipulate keyboard equipment.
2. Ability to carry out oral and written instructions.
3. Ability to concentrate on repetitive work under noisy working conditions.
4. Ability to maintain accurate records.
5. Ability to establish and maintain effective working relationships.

MINIMUM ELIGIBILITY REQUIREMENTS:

Successful completion of prescribed keypunching performance test.

REVISION EFFECTIVE: October 20, 2003