

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

Class Title: Key Entry Operator II

Class Code: 1802

Pay Grade: 505

GENERAL CLASS DESCRIPTION:

Under general supervision, operates key entry equipment to enter and verify data. Oversees the flow of assigned jobs. 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. Verifies and corrects errors in data keyed by other operators. Communicates with other offices concerning problems with data or jobs; reports major, uncorrectable errors to 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. Oversees the flow of assigned jobs to ensure accurate and timely completion, instructs other operators in specifications of assigned jobs and answers their questions on jobs.
6. Keeps record of personal time; furnishes reports for supervisor describing errors corrected during verification. Perforates and initials source documents to indicate processing is completed.
7. 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. Knowledge of the operation of key entry equipment.
2. Ability to carry out oral and written instructions.
3. Ability to establish and maintain effective working relationships.
4. Ability to instruct Key Entry Operator I's on key entry procedures.
5. Ability to maintain accurate records and prepare reports.
6. Ability to concentrate on repetitive work under noisy working conditions.

MINIMUM ELIGIBILITY REQUIREMENTS:

One year of experience as Key Entry Operator I or comparable experience.

REVISION EFFECTIVE: October 20, 2003