

DATA ENTRY SUPERVISOR 2

KIND OF WORK

Supervision of a medium size and highly complex data entry operation.

NATURE AND PURPOSE

The employee in this class is responsible for the direction of a diversified and highly complex data entry operation. Responsibilities extend to the development of operational procedures for data input, data control and data output. The incumbent receives general supervision from an assistant director or appropriate administrative personnel. The incumbent is primarily responsible for the direction and decision-making regarding technical data entry operations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs a highly complex motor vehicle data entry operation.

Supervises the data entry of new records and determines priorities.

Ensures the proper verification of computer entries.

Sets production standards for data entry operators.

Instructs subordinates in all phases of data entry operation.

Coordinates and trains operating sections in document preparation such as motor vehicle title applications.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of departmental or divisional program.

Considerable knowledge of data entry operational techniques.

Data Entry Supervisor 2

Class Specification

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Ability to:

Effectively supervise employees.

Instruct employees in effective methods of data entry operation and to set production records.

Develop procedures and forms.

Establish and maintain effective working relationships with other employees and department officials.

Est.: 3/19/74

Ckd.: 8/92

T.C.:

Former Title(s):