KEYPUNCH OPERATOR II

NATURE OF WORK IN THIS CLASS:

This is skilled work in the operation of alpha and/or numeric keypunch machine.

Employees in this class perform the full range of keypunch duties involving several types of moderately complex entry formats and may serve as team or group leaders over less experienced employees.

Work is performed independently in accordance with established methods, policies, practices and procedures and close supervision is provided on new and/or unusual assignments.

Work is reviewed by a superior who periodically reviews the accuracy and speed with which assignments are given.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Receives a variety of source data requiring the preparation of several types of moderately complex entry format and transcribes these data on to tabulating cards, tapes or diskettes by the use of alpha and/or numeric kaypunch machine.

Operates a verifying machine to check accuracy of data transcribed against the source materials.

Trains lower level employees in the preparation of more complex entry format for keypunch operation.

Revises and maintains resource materials concerning standard source document and entry formats.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of alpha and/or numeric keypunch machine.

Knowledge of the methods of transcribing data requiring several types of complex entry formats.

Knowledge of general clerical office practices and procedures.

Knowledge of data recording machine capabilities.

Ability to prepare more complex entry formats according to specifications.

Page 2
KEYPUNCH OPERATOR II

Ability to train employees in the operation of alpha and/or numeric keypunch machine.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Skill in the operation of alpha and/or numeric keypunch machine.

MINIMUM EXPERIENCE AND TRAINING:

a) One year experience in the operation of an alpha and/or numeric keypunch machine or comparable data recording equipment, which includes processing a variety of source documents; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission