

# DATA ENTRY SUPERVISOR

## DEFINITION

Under general supervision, to direct the activities of a moderate size data entry and control section; to operate data entry machines on special or difficult jobs; and to do related work as required.

## EXAMPLES OF DUTIES

Plans and assigns work to ensure a smooth flow of work within the unit; prepares production schedules; coordinates the flow of work with other units; maintains records of attendance, production, accuracy and supplies; interviews prospective data entry employees, effectively recommends certain personnel actions including hiring and discipline; trains new operators in the use of machines and clerical procedures; operates data entry machines on special or difficult jobs; attends meetings; performs equipment analysis; develops new work methods and procedures; participates in design of user requests; codes and debugs programs in a high-level language for key-to-disk equipment; prepares data entry instructions and systems documentation; performs all supervisory functions and systems maintenance required by data entry system; monitors performance of remote terminals; trains remote users in the use of data entry equipment; evaluates operator performance.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to high school graduation and five years of data entry experience, which should include two years of supervising data entry operations utilizing key-to-disk hardware.

Knowledges and Abilities: Knowledge of data entry operations; knowledge of office practices; ability to operate various data entry machines with speed and accuracy; ability to plan, assign, train and direct the work of operators and to maintain personnel, production and control records; ability to perform clerical operations; knowledge of high-level data entry languages; ability to work with and train remote data entry users.