

# Key Entry Operator

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**Class Specifications - B.20**  
Key Entry Supervisor II -4770  
Key Entry Supervisor I -4771  
Lead Key Entry Operator -4772  
Key Entry Operator -4773  
Assistant Key Entry Operator -4774

## SERIES CONCEPT

Key Entry Operators perform or supervise the recording of accounting, statistical, and other data by operation of an alphabetic or numeric key entry machine; verify data; and perform other related duties as required.

Incumbents operate alphabetic and numeric key entry machines; punch a variety of complex data to discs or onto tabulating cards; and operate machine verifiers.

## CLASS CONCEPTS

### Key Entry Supervisor II

Under direction, Key Entry Supervisor II's plan, organize and supervise the work of a large and complex key entry unit typically processing a wide variety of unrelated types of information, and having at least 10 full-time Key Entry Operators. Work is reviewed in terms of meeting specific objectives.

Typically incumbents plan, assign, and route work in accordance with scheduled dates; prepare procedural manuals; instruct operators in the preparation of programming cards that indicate fields; train new operators in keying various types of original data; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and assist in designing forms for special work orders.

### Key Entry Supervisor I

Under general supervision, Key Entry Supervisor I's plan, organize and supervise the work of a key entry unit, typically having fewer than 10 full-time Key Entry Operators; or serve as first assistants to a Key Entry Supervisor II position or above. Incumbents plan, assign, and route work; train new operators; prepare a variety of complex programming cards or formats; recommend or initiate personnel actions such as promotions, transfers, and disciplinary measures; and may operate some tabulating equipment.

### Lead Key Entry Operator

Under general supervision, incumbents operate key entry equipment in the recording and/or verification of data for computer processing, and serve as working supervisors in the training of new operators and in answering questions regarding interpretation of data to be keyed or verified; or serve as technical assistants in the absence of or under the direction of a Key Entry Supervisor in performing the following duties: operating Master Control equipment, writing formats on new jobs for all machines, designing documents for users, and interfacing with customers including receiving batch instructions and determining batch status.

Lead Key Entry Operator positions are distinguished from Key Entry Supervisor I positions in that incumbents do not regularly have responsibility for job scheduling or personnel actions such as hiring, evaluation and discipline. Lead positions differ from Key Entry Operator positions in that Lead Key Entry Operators have responsibility for training new operators and answering questions regarding interpretation of data; or serve as technical assistants performing the specialized duties described in the Lead class specification above.

**Key Entry Operator**

Under supervision, incumbents perform all or most of the duties outlined in the series concept. This is the operational level, and the majority of key entry duties are performed at this level.

**Assistant Key Entry Operator**

Under close supervision, incumbents learn and perform key entry operations. Incumbents follow detailed clerical procedures and key data from previously coded documents, and occasionally operate machines such as a sorter or verifier in simple checking operations.

**MINIMUM QUALIFICATIONS**

**Key Entry Supervisor II**

Ability to read, write, and follow oral and written instructions, and three years of experience as a Key Entry Operator, including two years of supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Key Entry Supervisor I**

Ability to read, write, and follow oral and written instructions, and two years of experience as a Key Entry Operator, including one year in a lead or supervisory position; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Lead Key Entry Operator**

Ability to read, write, and follow oral and written instructions, and two years of experience in the operation of key entry equipment plus a sufficient amount of experience in the present unit to have a detailed knowledge of layouts and formats processed within the unit; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Key Entry Operator**

Ability to read, write, and follow oral and written instructions; formal training in typing; and six months of experience in the operation of key entry equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Assistant Key Entry Operator**

Ability to read, write, and follow oral and written instructions; formal training in typing; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

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Positions allocated to the supervisory titles must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisory Classes (SAM 12).