



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:
Senior Data Entry Operator

PRIMARY FUNCTION

The primary function of this job is to key data from documents, to verify keyed in data and ensure that the jobs are processed according to the schedule set by the Manager, Computer Operations.

MAIN RESPONSIBILITIES

1. Verifies data keyed by the Data Entry Operators by:
 - opening appropriate batch in verify mode and re-entering all the data to ensure accuracy of the data
 - correcting errors (terminal buzzes where there is a discrepancy between what is being entered and what was entered) as necessary.
2. Performs senior data entry functions by:
 - ensuring that the operators adhere to the input schedule as determined by the Manager
 - outlining the format/order of entry of document items for new jobs, as directed by Manager
 - scheduling in priority jobs as necessary
 - training new Data Entry Operators, by demonstrating all formats
 - performing daily 'saves' of all inputted data on a regular basis by requesting Data Control and Research to shut down, mounting tape on drive in computer room and entering commands into terminal
 - cleaning up discrepancies by calling user departments (e.g. wrong account numbers)

- sorting and batching jobs as necessary.
3. Enters data into the data entry terminal by:
 - receiving an entire job (comprising of several batches, each with individual documents) from Data Control
 - accessing appropriate data entry format and keying in Batch Control Sheet data and then the details from each specific document in the batch
 - entering data as written on documents and abbreviating when necessary
 - correcting obvious errors (coding and spelling)
 - terminating and stamping each batch after completion.
 4. Updates, terminates and duplicates files as per schedule by:
 - mounting appropriate tapes onto drive
 - accessing appropriate files as necessary
 - entering commands as directed
 - terminating procedure and returning tapes to tape library.
 5. Performs other duties as assigned or required.

SKILL

- Secondary School Graduation or equivalent
- 1-2 years related experience.

EFFORT

- Complexity of job is in providing training to Operators on new formats. Complexity in co-ordinating Operators to follow the established input schedule. Different format for different jobs.
- Visual concentration to enter data. Manual and finger dexterity to key data (90%+). Required to sit all day – speed/accuracy.

RESPONSIBILITY

- Independence of action in determining which Operator will key which job. Determines own schedule.
- Acts as Senior over the Data Entry Operators.
- Errors in outlining schedule of input for Operators would/could impact departments and affect overall service.
- Contacts with department staff. Contacts with user departments to clarify discrepancies.

WORKING CONDITIONS

- Open concept office environment. Noise from keyboard.
- Stress from input deadlines. Required to work overtime in summer and some weekends.