Data Entry Operator

SUMMARY:
Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Enters alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen.
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Deletes incorrectly entered data, and re-enters correct data.
- Compiles, sorts, and verifies accuracy of data to be entered.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)