

NEW CASTLE COUNTY GOVERNMENT

Number 0221

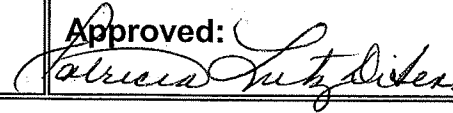
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CLASS SPECIFICATION

Date 05/01/03

Title: KEY OPERATOR

Approved:



GENERAL STATEMENT OF DUTIES: Operates data entry, key recording, or other input/output equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class operates data entry equipment such as a data processing terminal, key tapes, key disc, scanner, or other key operated and related equipment. This employee may be asked to distribute work loads, make work assignments within the section, and maintain control of data. This employee works under the general direction of a supervisor who reviews the work for adherence to standards of production.

EXAMPLES OF WORK: (Illustrative only)

- Familiarizes less skilled operators with source documents and guides them in implementing new tasks;
- Operates a variety of office equipment including a data processing terminal, personal computer, and other related equipment in the course of the work;
- Prepares control programs to be used on key operated equipment;
- Checks the accuracy of all work performed;
- Performs key recording and verifying and uses other key and input/output equipment;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Performs miscellaneous clerical and office functions such as, but not limited to, typing, filing, answering phones, and receiving the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of key recording and other data processing equipment; good knowledge of office practices and procedures; skill in the operation of alphabetical and numerical key and other input/output equipment and related machines; ability to review the work of others, if necessary; ability to follow complex written and oral instructions; ability to input data from clear copy or rough format at a minimum of 40 words per minute with accuracy; ability to operate a personal computer, data processing terminal, and other related equipment; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

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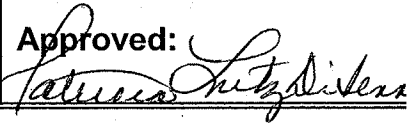
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CLASS SPECIFICATION

Date 05/01/03

Title: KEY OPERATOR

Approved:



ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience in the operation of a keyboard or related equipment and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 05/27/71
Revised: 07/17/76
Revised: 07/01/87
Revised: 03/20/89
Revised: 07/13/92
Revised: 03/01/96
Revised: 07/01/97
Revised: 11/01/98
Revised: 05/01/03