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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Data Processing

**Grid:** 18

**Class Title:** Lead Data Entry/Keypunch Operator III

### **I. Level Definition**

Positions at this level supervise up to and including 7 designated data entry/keypunch operators and perform related data processing duties.

### **II. Typical Duties**

1. Oversees the workflow of the unit by scheduling and assigning work, organizing operating procedures and checking, verifying and recording the accuracy of designated operators work.
2. Supervises up to and including 7 designated data entry/keypunch operators by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
3. Provides input into the selection of staff by performing duties such as interviewing applicants and making recommendations for selection.
4. Performs related data processing duties such as keying and verifying coded and uncoded data using data entry machines, computer terminals or card keypunch machines.
5. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, training as keypunch operator and two years' recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard at 55 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.