FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family:	Clerical	Class Series:	Data Processing
Rate:	R5 (R5A effective April 1, 1999) (R7 effective April 1, 2005)	Class Title:	Data Entry/Keypunch Operator II

I. Level Definition

Positions at this level key and verify coded and uncoded data into equipment such as data entry machines, computer terminals and/or card key punch machines.

II. Typical Duties

1. Checks legibility and completeness of a variety of source documents such as forms, invoices, requisitions and/or vouchers in preparation for keypunching and/or computer data entry; follows up discrepancies with user departments and refers problems to supervisor.

2. Enters data in on-line or batch mode from source documents according to established procedures by keying coded and uncoded data into computer equipment using data entry machines, computer terminals and/or card keypunch machines.

3. Verifies data keyed by keypunch and/or data entry operators by means of keyboard entry machines and/or by comparing printed output with original source documents; locates and corrects errors and omissions; identifies and reports coding and other problems to supervisor.

4. Maintains input logs and/or control totals as required.

5. Prints out keyed in data as required.

6. Performs related clerical duties such as filing and answering the telephone.

7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, training as a keypunch operator plus one year's recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to type at 60 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 organize work.
(vi) Ability to operate related equipment.