

KEYPUNCH OPERATOR I

NATURE OF WORK IN THIS CLASS:

This is routine clerical work in the operation of alpha and/or numeric keypunch machine.

Employees in this class transcribe data from source document on to tabulating cards, tapes, or diskettes for subsequent data processing.

Employees in this class keypunch one to two types of routine and simple data on a volume basis in accordance with established methods, policies, practices and procedures.

Work is reviewed by a superior while in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Receives simple data of a statistical or accounting nature, prepares routine entry format, and transcribes these data on to tabulating cards, tapes or diskettes by the use of an alpha and/or numeric keypunch machine.

Operates a verifying machine and checks accuracy of data transcribed against the source materials.

Sorts, arranges and files punched cards according to prescribed instructions.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of alpha and/or numeric keypunch machine.

Knowledge of general clerical office practices and procedures.

Ability to prepare simple entry format according to prescribed instructions.

Ability to maintain acceptable speed and accuracy in keypunch operation.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

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MINIMUM EXPERIENCE AND TRAINING:

- a) Completion of a course in the operation of an alpha-numeric keypunch machine or in the operation of comparable data recording equipment; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



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