DATA ENTRY OPERATOR I (YIDDISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work which primarily involves the operation of an alphanumeric keyboard to enter data from source documents into a computer database and/or forms and documents and to verify previously entered data. Incumbents may also prepare reports, charts, and other materials, and may operate scanning equipment, categorize and index scanned documents and perform related clerical duties. Entering and verifying data encompasses a majority of the duties. This title is distinguished from that of a Data Entry Operator I in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Yiddish at the fluency level indicated below in the Notes. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher-level clerical employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates an alphanumeric keyboard to enter data from source documents into a computer database;

Reviews source documents for completeness and accuracy before entering data into a computer database;

Identifies needs for output information and makes appropriate entries, adjustments and necessary provisions to generate and retrieve desired output, including but not limited to forms, documents, reports, etc.;

Compares data previously entered with the source documents and corrects any errors;

Categorizes and indexes scanned documents;

Records information on an appropriate form or document;

Prepares a variety of records, reports, forms, charts, and other materials, generally by accessing databases and formatting data;

May type correspondence, documents, records and other written material;

May perform related clerical duties including, but not limited to, organizing files, photocopying, filing, mailings, sorting and distributing mail, and answering phones to provide routine information and refer callers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of office practices and routines; working knowledge of the methods and equipment used in data entry; working knowledge of basic arithmetic; ability to type and/or enter data at an acceptable degree of speed and accuracy*; ability to read, speak and understand colloquial Yiddish; ability to use computer software in the completion of assignments*; ability to understand and carry out basic oral and written instructions; ability to maintain basic records; ability to prepare basic, structured reports; ability to make visual comparisons and to identify errors.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma <u>and</u> one (1) year of clerical work experience which substantially involved typing.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for high school on a year-for-year basis.

2. Completion of nine (9) college credits in computer science, information technology, data processing or a closely related field may be considered fully qualifying.

3. Incumbents are expected to possess a Level I – Limited Working Proficiency in Yiddish (as defined by the Local Examinations Division of the State of New York Department of Civil Service). Positions identified at this level require the following Yiddish language characteristics: Able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

PROMOTION: One (1) year of permanent competitive class status in any clerical Yiddish speaking title.

*To be demonstrated during the probationary period.

R.C.D.P.   11.06.18
Competitive