FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family:	Clerical	**Class Series:**	Data Processing
Grid:	10	**Class Title:**	Data Entry/Keypunch Operator I

I. Level Definition

Under close supervision, 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

Under close supervision, performs a variety of duties such as:

1. Checking 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; following up discrepancies with user departments and referring problems to supervisor.

2. Entering 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. Verifying 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; locating and correcting errors and omissions; identifying and reporting coding and other problems to supervisor.

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

5. Printing out keyed in data as required.

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

7. Performing other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 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 organize work.
(vi)   Ability to operate related equipment.