

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DATA PROCESSING OPERATOR TRAINEE

POSITION CODE: 11428
Effective: 4-16-89

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, receives formal instruction and on the job training in the operation of data entry equipment; gains skill in the rapid and accurate entry of alpha numeric data using a data entry terminal; receives on the job training regarding office procedures including, but not limited to, maintaining records, processing documents, and other functions necessary to control the processing of job orders.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formal instruction and gains practical experience in the rapid and accurate operation of an alphanumeric keyboard; through formal instruction, gains skill in rapidly and accurately keying information from hard copy; acquires knowledge of and gains skill in the use of command keys for calling up menus, programs and screens, saving entries, recalling previously recorded data, verifying and correcting information, and proper coding of data, letters, memoranda, and other documents.
2. Receives formal instruction and on the job training regarding data processing and office automation operations; receives on the job instruction and training regarding the steps involved in document processing and record maintenance procedures; receives instruction regarding procedures for document coding, batching, balancing and control procedures, and completion of necessary production logs and reports.
3. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Knowledges, Skills and Abilities

Requires ability to follow oral and written instruction.

Requires ability to apply manual dexterity to acquire skill in the rapid and accurate operation of an alphanumeric keyboard.