

# Key Data Operator

## *Essential Task Rating Results*

1	Review and evaluate the accuracy of numerical and/or alpha data to be entered on the computer using a preliminary data structure to ensure correct information is recorded.
2	Review document information for accuracy, and completeness prior to beginning work processes.
3	Verify data, using a key board, from various source documents (e.g., Key From Image (KFI), Optical Character Recognition (OCR)) to ensure accuracy of data.
4	Input required information into the department database submitted by clients/customers to ensure accuracy and completeness.
5	Review and verify information that has been entered by another employee to ensure accuracy.
6	Analyze and evaluate information to determine if it is sufficient to update or correct errors in the database and if it is not, escalate the information to the proper unit.
7	Operate a standard computer keyboard to enter data using the verify mode to ensure accuracy of data following oral and/or written instruction as directed.
8	Enter alphabetic and numeric data from source documents into computer, using data entry device, such as keyboard or optical scanner, and following format displayed on screen to organize data.
9	Operate various office machines/equipments (e.g., photocopier, fax, personal computer, calculator, scanners, etc.) to complete assigned duties following oral and/or written instruction as directed.
10	Report all malfunctions of computer equipment to ensure work processes are completed timely following oral and/or written instruction as directed.
11	Analyze and resolve error discrepancies to ensure accuracy of work process.
12	Communicate verbally with management and/or staff in regards to problem resolution, procedures, and regulations.