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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MULTI-KEYBOARD OPERATOR
Code: 030002 BKC
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Competitive

GENERAL STATEMENT OF DUTIES

Performs a variety of alphanumeric keyboard functions in the transcription of data in various formats from draft or source documents to punch cards, discs, tapes, or paper; performs related duties as required. Equipment used includes keypunch card data recorders, data entry terminals, and vari-type equipment.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the performance of a variety of alphanumeric keyboard functions, whereby the incumbents operate their respective assigned machines or equipment a minimum of seventy-five percent of the normal work week.

TYPICAL DUTIES

1. Operates one of the above-mentioned consoles, by manipulating an alphanumeric keyboard.
2. Pre-sets equipment by operating appropriate keys and switches to program or prepare machine for a specific operation.
3. Reviews all source documents and returns all improperly coded or incomplete documents to designated authority.
4. Amends or adjusts source documents for proper machine processing.
5. Determines the cause of the error when alerted of error by machine signal, and makes appropriate correction.
6. Compares finished product with source document and corrects any errors.
7. Retrieves, alters, or produces stored data, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of specific portions of machine's operational manual.
2. Knowledge of mechanical setup procedures for transcription, verification, and printing of data.
3. Knowledge of location and special uses of machine keys and switches.
4. Knowledge of agency's procedures governing the transcription and reproduction of data.
5. Ability to manipulate an alphanumeric keyboard with a high degree of accuracy.
6. Ability to concentrate on repetitive and detailed tasks.
7. Ability to visually make comparisons and to identify errors.
8. Ability to understand both written and oral instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Six months of satisfactory experience or successful completion of a formal training program

in the operation of alphanumeric keyboard equipment other than a standard typewriter.

NOTE: Experience, as outlined above, in excess of the six-month requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

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