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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MULTI-KEYBOARD SUPERVISOR
Code: 030025 BLF
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Competitive

GENERAL STATEMENT OF DUTIES

Plans, assigns, and reviews the work of subordinate staff and multi-keyboard operators engaged in a variety of alpha-numeric, keyboard activities and functions; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in applying departmental methods and procedures in the supervision and assignment of subordinate multi-keyboard operators.

TYPICAL DUTIES

1. Supervises a unit responsible for the transcription, retrieval, and storage of source documents.
2. Determines work priorities; assigns and monitors work.
3. Controls input and output by locating errors, providing for correction, and resolving other problems.
4. Advises operators of work procedures, standards, and coding systems.
5. Operates alphanumeric keyboard machines and peripheral equipment during peak loads and when more complicated problems arise.
6. Maintains production records for individual operators and the work unit.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of departmental procedures, forms, rules, policies, regulatory laws and specialized terminology.
2. Considerable knowledge of the use and capabilities of alphanumeric keyboard and peripheral equipment.
3. Ability to plan, assign, and supervise the work of a subordinate staff of clerical and multi-keyboard personnel.
4. Ability to review forms and documents for accuracy, completeness, and validity.
5. Ability to make minor decisions on the basis of established policies, rules, and regulations.
6. Ability to maintain accurate records.
7. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Two years of satisfactory experience in the operation of the same alphanumeric keyboard equipment as used by the school district, including one year in a supervisory capacity.

NOTE: 1. Experience, as outlined above, in excess of the two-year requirement may

be substituted for high school education on a year-for-year basis up to a maximum of two years.

2. Successful completion of a formal training program in the operation of the same alphanumeric keyboard equipment as used by the requesting school district, may be substituted for six months of the required, non-supervisory experience.

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