

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Data Processing Operator 4		Class Code: 003QB4
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 3-18-13
	Summary: Incumbent works in a specialized program area at a state agency performing standard data entry and information verification duties which require some problem solving and limited research.		

Duties:

- Inputs data information from a variety of source documents applying moderately complex codes as outlined in operating instructions;
- Reviews source documents for accuracy of data prior to entering;
- Resolves discrepancies in source documents prior to entering by referring to procedures in program area and/or consulting with appropriate staff;
- Verifies entered data to ensure completeness and accuracy;
- Retrieves entered data from specified files as requested;
- Researches problems and inquiries from other departments and/or the public by referencing the appropriate files, screens, documents, etc.;
- Modifies and updates entered data according to prescribed guidelines;
- Deletes entered data according to established guidelines and procedures;
- Performs related duties as required.

Job Requirements:

- Knowledge of agency codes used in entering a variety of program information;
- Working knowledge of the parameters of information contained in source documents, as well as specific procedures and special regulations in program area of work;
- Ability to read typed or hand written source documents;
- Ability to comprehend and apply moderately complex procedures involved in the work;
- Ability to effectively and tactfully communicate in person and over the phone;
- Ability to make decisions regarding data entry information within specific program area of work;
- Ability to maintain standard production and standard accuracy rate on assigned tasks.

Difficulty of Work:

Work involves performing a variety of moderately complex, standardized tasks requiring application of established procedures and guidelines.

Responsibility:

Incumbent receives general instructions utilizing procedural manuals and guidelines in specialized area. Judgment is required in selecting the appropriate procedures to follow as when resolving discrepancies in source documents. Work is reviewed for accuracy upon completion. Errors result in minor inconveniences to public and loss of time required to correct erroneous information.

Personal Work Relationships:

Incumbent interacts with supervisor, agency personnel and the public to furnish and receive information.