New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

DATA ENTRY KEYERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Data Entry Keyers-B	**R9021B**	**25**	
Data Entry Keyers-O	**R9021O**	**30**	
Data Entry Keyers-A	**R9021A**	**35**	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.

Nature of Work

Data Entry Keyers input lists of items, numbers, or other data, e.g., customers' personal information, medical records, or membership lists, into computers or complete forms that appear on a computer screen. They also may reformat existing data, edit current information, or proofread new entries for accuracy. Data Entry Keyers may use scanners, electronically transmitted files, or other forms of character recognition systems. Generally, these employees work standard workdays, but technology allows many to work from remote locations, including home, or during off hours when processing demands are less.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role enter information under closely prescribed guidelines, instruction, and supervision.

Recommended Education and Experience for Full Performance

High school diploma or GED.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role input lists of items, numbers, or other data into computers or complete forms that appear on a computer screen.
- Employee may also manipulate existing data (i.e., date sorts and searches), edit current information, or proofread entries for accuracy.

- Employees may use various types of machines including scanners and electronically transmitted files.

Recommended Education and Experience for Full Performance*
High school diploma or GED and six (6) months experience in computer data entry or information systems.

Minimum Qualifications
Eighth grade education.

Advanced

- Employees in this Role perform technical functions using specialized software applications and/or database design and management skills.
- Employees coordinate a data entry operation and provide training and technical assistance to less experienced staff.

Recommended Education and Experience for Full Performance
High school diploma or GED and one (1) year experience in computer data entry or information systems.

Minimum Qualifications
Eighth grade education and one (1) year experience in computer data entry and/or information systems.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or

organizations to make improvements or take corrective action.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Time Management — Managing one's own time and the time of others.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization*, *essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us *to ensure this represents the most current copy of the description.*