

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Data Encoder

Class Code: 20333

Pay Grade: GC

A. Purpose:

Performs duties as a lead worker and operates data encoding equipment to encode data into computer files for later retrieval or immediate processing.

B. Distinguishing Feature:

The Senior Data Encoder serves as a lead worker over other data encoders by participating in interviews and recommending selection, providing information on other encoders to be incorporated into their performance planning and review document, training new encoders and determining if they are able to handle the equipment and specific jobs, and may direct the activities of a particular shift.

The Data Encoder encodes data directly as presented with little or latitude to alter the information being entered.

The Data Entry Supervisor is responsible for data entry operations or a data entry unit and supervises data encoders to include the completion of performance planning and review documents, or supervises the entire data entry quality control for the department.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Encodes information from department forms into the data system to ensure information is accurately processed.
2. Verifies specified jobs to detect and correct possible encoding or other errors to ensure data is error free.
3. Queries data files for information as requested by staff or other agencies to ensure requested information is provided.
4. Verifies programs or data input in data system to provide users with documents to be used in processing information.
5. Reviews and processes documents to ensure documents are accurately processed.
 - a. Looks up incomplete or incorrect information.
 - b. Divides money received between a variety of documents.
 - c. Transfers figures.
 - d. Determining what agency to contact.
6. Oversees the deposit process to ensure deposits are properly processed.
 - a. Verifies the accuracy of the deposit.
 - b. Reports deposit amounts to agencies.
 - c. Maintains a daily log of amounts received.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to the Data Entry Supervisor.

E. Challenges and Problems:

Challenged to meet deadlines and keep errors to a minimum while maintaining speed.

Typical problems include correcting typographical errors, correcting errors when verifying other encoders' entries, detecting and correcting wrong procedure codes, and whether to process forms that appear to contain errors.

F. Decision-making Authority:

Decisions include correcting incomplete or incorrect information, setting job priorities, scheduling and assigning work to data encoders, when to start a case file, determining when to send and retrieve records, determining when to help other encoders, deciding which system or screen should be entered first, and determining when to notify a supervisor of mechanical problems.

Decisions referred include errors in batch totals, new data entry requests not covered in procedures, questions about an error or what is to be entered, and disciplinary action.

G. Contact with Others:

Daily contact with agency staff or other users to receive advice or seek information on encoding problems, and with the general public to clarify data to answer questions.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- department office practices and procedures;
- data preparation and entry practices and procedures.

Ability to:

- communicate information clearly and concisely,
- count accurately and record numerical and alphabetical data on forms,
- compare information and recognize discrepancies,
- use a computer and applicable data entry software.