

# Data Entry Operator Job Description

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- Transcribes and enters data into the computer system
- Types information from various handwritten, typed, or other printed materials into the computer
- Reviews copy for accuracy, format, and spelling
- Confirms data in tables and lists with persons who prepared the material
- Records and maintains hard copy and electronic files
- Types correspondence and reports
- Makes and provides backup copies of computer data
- Corrects word processing, typesetting, desktop publishing, and graphics program output for accuracy
- Verifies computer runs on personal computers are functioning properly
- Operates office equipment, such as facsimile machine, calculator, rubber stamp machine or label maker to address envelopes or labels or to run off forms from computer printouts
- Works in well-lighted, clean, pleasantly-ventilated areas with plenty of natural light
- Assigns tasks to other workers or subordinates for completion and may train new employees to carry out the work
- Requests new equipment or services from outside firms, vendors or departments within organization
- Demonstrates good judgment in handling confidential information and in keeping records secure
- Prepares necessary documents such as reports, budgets, letters, and memos
- Makes necessary telephone calls to verify names and addresses on documents which are submitted for signatures by customers or clients.