

State of Alabama
Personnel Department
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www.personnel.state.al.us

Continuous Announcement

DATA ENTRY OPERATOR – 10410

Salary: \$19,675.20 - \$33,902.40
(Training Rate: \$19,675.20 - \$27,806.40))
Announcement Date: January 29, 2003
Revised Date: September 1, 2008

Employees hired will be paid at a training rate of salary range 46 (\$19,675.20 - \$27,806.40) for a period of eighteen months. Upon successful completion of the eighteen months training, employees will be reassigned to pay range 54 (\$23,419.20 - \$33,902.40)

JOB INFORMATION

The Data Entry Operator is a permanent full-time position used by various agencies throughout the State. Employees in this class operate data entry equipment to capture alpha and/or numeric data from source and/or imaged documents. Work includes performing repetitive tasks, and requires accuracy, dexterity, coordination, and concentration in the operation of personal computers.

MINIMUM REQUIREMENTS

- High school diploma or GED certificate
- Six months of work experience in data entry or typing

NOTES

- When describing data entry work experience, applicants must identify if the experience was production or non-production. *Data entry experience* usually involves preparing data processing input on cards, disk, or tape. Duties include coding and verifying alphabetic and/or numeric data such as the input of lists of items, numbers, or other data into computers or the completion of forms that appear on a computer screen. *For production data entry, applicants must list the employer production requirement.* (i.e. employer requires employee to maintain a specific number of keystrokes per hour.)
- Applicants whose job included performing data entry in addition to other tasks must identify the percentage of time per week spent performing data entry.

BENEFITS

- Employer Paid Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on application. Therefore, all sections of the application must be completed and applicants must provide a **detailed** description of their duties.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.state.al.us, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.