

KEYPUNCH OPERATOR 1 and 2

GENERAL

This is work involving the operation of numeric and alphabetic key punch and verifying machines. The Keypunch Operator 1 class is the junior or trainee level. Limited complexity are features of this work, but pressures could be involved. Close supervision is received during the initial training period and tasks assigned can be learned on the job. The Keypunch Operator 2 class is the level for fully trained operators in positions where complexity, pressure and variety are constant components and supervision received is limited. (It should be noted that reference made to keypunch operators and keypunch machines also applies to key tape operators and key tape machines.)

TYPICAL DUTIES

Keypunch Operator 1

Operates numeric and alphabetic keypunch machine. Work is routine and repetitive.

Keypunch Operator 2

Operates standard model of keypunch machine and/or verifier.

Prepares punched card records from uncoded or precoded media by use of numeric or alphabetic keypunch machines.

May check the work of another operator by means of a verifying machine.

Makes corrections in card files.

Prepares program cards for work being punched, following established procedures.

May perform related clerical duties such as filing and pulling records, sorting records to be processed.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the operation of numeric and alphabetic keypunch machines and verifiers.

Some knowledge of routine office practice and procedure.

An aptitude for working with figures and/or detail.

Ability to learn new procedures readily and to follow daily routine with minimum instruction.

Education, Training and Experience

Grade XI education including or supplemented by courses in typing and/or keypunching. Previous experience is not required for a Keypunch Operator 1, but a minimum of three months' experience as a Keypunch Operator 1 is required for the Keypunch Operator 2 level.

Physical Standards

Physically capable of performing the duties assigned.

KEYPUNCH OPERATOR 3

GENERAL

This is the senior level of Keypunch Operator positions. The employee is called upon to fulfill assignments requiring a greater degree of experience and efficiency and is expected to exercise initiative and independent judgment and works with little or no supervision. In a large branch or section, the employee will take over the duties of the branch or section in the absence of the Keypunch Supervisor. (It should be noted that reference made to keypunch operators and keypunch machines also applies to key/tape operators and key/tape machines.)

TYPICAL DUTIES

Plans, schedules and supervises the work of a unit of keypunch operators.

Keeps records of production, volume and accuracy of work completed by each operator.

Operates keypunch and verifying machine for assignments of a complex nature.

Trains new operators.

Maintains files on keypunching data entry procedures.

Operates key/tape and master console for key/tape entry system.

May be required to prepare data entry programs for the key-to-disk equipment.

Attends data processing meetings to discuss proposed new work and procedures.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the operation of alphabetic and numeric keypunch and verifying machines.

Ability to plan, assign and supervise the work of keypunch operators and to maintain personnel, production and control records.

Ability to understand and follow fairly complex coding systems.

Knowledge of routine office procedures and the programs and operations of the branch.

Education, Training and Experience

High school education and a minimum of three years' experience in the operation of alphabetic and numeric keypunch and verifying machines.

Physical Standards

Physically capable of performing the duties assigned.