



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1419 Key Data Operator
Branch: Registration Services Branch	Working Title: Key Data Operator
Unit: Data Entry	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 725-1419-011	CBID/Bargaining Unit: R04
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

<p>Direction Statement and General Description of Duties: Under the direction of the Manager I (MGR I) of the Data Entry Unit, the Key Data Operator (KDO) duties include, but are not limited to, determines the accuracy of the data submitted for update, accesses databases to ascertain additional information to allow updating of data to the correct record via a computer terminal.</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
40%	<p>Database Entry (E)</p> <p>Utilizing a personal computer (PC) and keyboard, the incumbent updates DMV database records by keying in Notice of Release of Liability (REG 138) via Key From Image program, Out-of-State Listing, National Motor Vehicle Titling Information System, Lessor/Lessee</p>



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	information, Vessel Taxes and Salvage Retention. Visually verifies and corrects all data keyed into formatted screens prior to transmission. Reviews documents and completes error flags for documents that cannot be processed. Routes completed error flag documents to manager for review.
40%	<p>Mail Processing (E)</p> <p>Utilizing a PC and keyboard, the incumbent keys updated addresses for Vehicle Registration and Drivers License/Identification Card from the Change of Address (DMV 14) form. Updates current addresses for unclaimed mail returned by the United States Postal Service with a new address sticker provided. Updates address information to the Revenue Collection Services system for delinquent registration billing notices.</p>
20%	<p>Record Keeping (M)</p> <p>Maintains daily worksheets that capture items processed or keyed and provides to the Manager I. Reports equipment problems to the MGR I. Responsible for office equipment maintenance. Responsible for purging confidential documents to the confidential bins at the end of the shift. Performs other job-related duties as required.</p>

<p>Supervision Received: The KDO reports directly to and receives work assignments from the Manager I. This position has daily supervision and contact.</p>
<p>Supervision Exercised and Staff Numbers: None.</p>
<p>Physical Requirements: Will key continuously while sitting, reviewing, and inputting information from paper documents into our database for long periods of time.</p>
<p>Special Requirements: None.</p>
<p>Personal Contacts: Will interact with co-workers and management staff.</p>

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the



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interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE