

**G2D – DATA ENTRY
FEBRUARY 7, 2002**

Title/Class Code	Education/Experience/Licensure/Certification	Substitutions
DATA ENTRY INTERN G2D1IX	Six months of experience in data entry, typing and/or word processing.	Coursework from an accredited college or university may be substituted for the general work experience on a year-for-year basis.
DATA ENTRY OPERATOR I G2D2TX	One year of experience in data entry, typing, word processing and six months of experience in verifying accuracy of the data.	Coursework from an accredited college or university may be substituted for the general work experience on a year-for-year basis.
DATA ENTRY OPERATOR II G2D3XX	Two years of experience in data typing, word processing and six months of experience in verifying accuracy of the data.	Coursework from an accredited college or university may be substituted for the general work experience on a year-for-year basis.
DATA SPECIALIST G2D4XX	One year of experience applying program rules and procedures for entry, retrieval, review, revision, and manipulation of data in a multi-agency computerized information database.	At the agency discretion, coursework from an accredited college or university may be substituted for the general work experience on a year-for-year basis
DATA SUPERVISOR G2D5XX	Three years of experience applying program rules and procedures for entry, retrieval, review, revision, and manipulation of data in a multi-agency computerized information database.	At the agency discretion, coursework from an accredited college or university may be substituted for the general work experience on a year-for-year basis