

"Keyboard Operators"

430 other clerical staff without front-office duties

4301 data recorders

Data entry clerks enter coded, statistical, financial and other numerical data into electronic equipment, databases, spreadsheets or other systems through the use of keyboards, mice, scanners, voice recognition software or other data entry tools. They record data on mechanical and electronic devices to perform mathematical calculations.

Their tasks include:

- receiving and recording invoices, forms, cards and other documents for recording;
- entering numerical data, codes and text from original documents into storage and processing devices compatible with computer systems;
- verifying the correctness and completeness of transcription of data and correcting recorded data if necessary;
- use accounting and calculating machines;
- importing and exporting information between various database systems and programs.

Examples of occupations included in this primary group

- Computer data recorders
- Data entry operators
- Stenotypists
- Stenographers