

Data Entry Operator

The Data Entry Operator reports to the supervising officer at a Victorian Electoral Commission counting venue. Their role is to assist in the conduct of computer counts to determine the result of an election. Data entry operators for computer counts must be proficient in numeric data entry (i.e. 7,000 – 10,000 keystrokes per hour).

Duties:

- undertaking and passing a data entry keyboard test, if required
- processing data according to VEC instructions
- other duties, as directed by the Counting Team Leader, Election Manager or their designate.