

CAREER FACT SHEET

Keyboard Operators (Data Entry Operator)

Snapshot

Keyboard Operators input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

How many are employed in this occupation?	39,100
What are the average weekly earnings for full time workers?	\$838
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	Low
What will be the likely future employment growth for the next five years?	Decline

Main employing industries

Health Care and Social Assistance; Public Administration and Safety; Professional, Scientific and Technical Services; Education and Training

Tasks

This occupation may include associated occupations with varying tasks.

- entering data and codes required to process information
- retrieving, confirming and updating data in storage and keeping records of data input
- taking verbatim records of proceedings in rapid shorthand using computerised equipment and shorthand-writing machines
- transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy
- reading portions of transcripts during trials and other proceedings on request of judges and other officials
- reproducing the spoken word, environmental sounds and song lyrics as captions for television programming, and the deaf and hearing impaired
- preparing reports, letters and similar material for publication and electronic transmission
- sorting outgoing material and preparing documents for transmission

INDUSTRY OVERVIEW

Public Administration and Safety

If you enjoy complex problem solving, and are a critical thinker who is good at communicating with people and undertaking administrative tasks, then the Public Administration and Safety sector might have a career pathway for you. The Public Administration and Safety industry is primarily made up of Federal, State and Local Government legislative, executive and legal agencies. These bodies provide physical, social, economic and general public safety and security services and are charged with enforcing regulations. Maybe you have always dreamt about being a Police or Ambulance officer, or want to work in a role that services members of the public. Perhaps you are interested in public policy, legislation and regulation. The Public Administration and Safety sector offers opportunities in these and many other fascinating areas.

Possible job pathways

- Auditors and Company Secretaries
- Economists
- Contract, Program and Project Administrators
- Filing and Registry Clerks
- General Clerks
- Human Resource Clerks
- Human Resource Managers
- Human Resource Professionals
- Inquiry Clerks
- Keyboard Operators (Data Entry Operator)
- Other Clerical & Administrative Workers
- Payroll Clerks
- Personal Assistants
- Policy and Planning Managers
- Receptionists
- Secretaries
- Cartographers and Surveyors
- Fire and Emergency Workers
- Inspectors and Regulatory Officers
- Police
- Prison Officers
- Safety Inspectors
- Security Officers and Guards
- Social Workers
- Archivists, Curators and Records Managers
- Primary Products Inspectors
- Urban and Regional Planners



Public Administration and Safety

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