Data Entry Operator (DEO) - Duty Statement

Title:	Data Entry Operator
Rate of pay:	$42.33 (inclusive of 25% casual loading)
Reports to:	Computer Count Team Leader
Location:	Port Melbourne
Last reviewed:	June 2026

1. Position statement

This role supports the accurate and efficient processing of election results by entering data from ballot papers.

2. Duties

The Data Entry Operator:

- processes data in line with VEC instructions
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
- performs other duties as requested.

3. Key selection criteria

The Data Entry Operator is able to:

- undertake and pass a data entry numerical keyboard test, if required
- enter high volumes of data accurately, ideally 7,000 – 10,000 keystrokes per hour
- follow procedures with strong attention to detail and maintain accuracy when entering data
- interpret written instructions and data enter ballot material using strong literacy and numeracy skills
- work effectively in a high-volume, time-sensitive environment and maintain focus during repetitive tasks
- learn and use specialised in-house applications quickly
- uphold electoral integrity by following procedures, handling ballot papers securely, and maintaining confidentiality.

4. Physical requirements

The following list is not exhaustive, and other tasks may be required.

The Data Entry Operator should be able to:

- sit for long periods
- focus for extended periods on small print or handwriting
- use a computer or laptop for long periods.