

## **Proof Machine Operator - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### KNOWLEDGE OF WORK:

Has a complete and thorough understanding of the organization's Proof system functions; input, output, comparing, sorting, segregating, balancing, storing, retrieving, imaging  
Knows appropriate data processing procedures; can apply standard processes to various data entry operations  
Knows security procedures for D.P. system; access, shutdown, start-up, maintenance  
Understands organization products and services; is able to distinguish between various kinds of data entries to ensure entries are correctly processed

### QUALITY OF WORK:

Has required data entries correctly verified, identified, proofed, balanced within specified time period for each function  
Spots data input errors and transmission errors; corrects same before proceeding to next function  
Finds root cause of data input problems; devises new methods to overcome data entry interruptions  
Complies, sorts and verifies accuracy of all data to be entered before proceeding or before saving information to operating system  
Reacts promptly to problems and proceeds to handle a problem/crisis calmly and aggressively  
Follows strict procedures regarding encoding, proofing, sorting, storing, imaging, rejecting/accepting entries

### QUANTITY OF WORK:

Accomplishes daily scheduled tasks in a timely and efficient manner  
Completes daily input and proofing in accordance with schedule  
Prepares and runs all special reports (i.e., clearings, cash letters, Federal Reserve, Corporate ) in accordance with requirements established by management  
Takes on special projects concerned with proofing function

### FOLLOW-UP AND CONTROL:

Completes assigned tasks in a timely manner; informs supervisor if off schedule  
Maintains accurate input/run logs as established by management  
Spot checks customer statements to assure accuracy of data for printout period  
Makes sure output gets to appropriate departments in a timely manner  
Continuously monitors jobs running and verifies completion