

# Keyboard Operator

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

## Job title examples



- Data Entry Operator/ Data Processing Operator/ Data Entry Clerk/ Data Entry Officer
- Machine Shorthand Reporter
- Word Processing Operator

## Other jobs in this field of work

## What keyboard operators do



- enter data and codes required to process information
- retrieve, confirm and update data in storage and keep records of data input
- take verbatim records of proceedings in rapid shorthand using computerised equipment and shorthand-writing machines
- transcribe information recorded in shorthand and on sound recording equipment, and proofread and correct copy
- read portions of transcripts during trials and other proceedings on request of judges and other officials
- reproduce the spoken word, environmental sounds and song lyrics as captions for television programming, and the deaf and hearing impaired
- prepare reports, letters and similar material for publication and electronic transmission
- sort outgoing material and prepare documents for transmission

## Main employing industries



- Financial and insurance services
- Health care and social assistance
- Public administration and safety

## Qualifications



The following government subsidised qualifications are available in NSW:

**Certificate I in Information, Digital Media and Technology** available as a qualification

**Certificate II in Information, Digital Media and Technology** available as a traineeship or qualification

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects and pay



- There are around 18,172 keyboard operators working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

### Average weekly full time earnings (before tax):

- Keyboard operators: \$911
- All occupations: \$1,200

## Related jobs



- General clerk
- Information officer
- Enquiry clerk
- Call or contact centre worker

To find out more about other jobs visit the [Job Guides Homepage](#).

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](http://joboutlook.gov.au), based on ABS Characteristics of Employment Survey, August 2014