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
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