



Data Entry Keyers

**NEXT
STEPS**
I D A H O

What Is It?

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.

What Do They Typically Do?

- Working with Computers
- Processing Information
- Documenting/Recording Information

Annual Income:

- Entry Level: \$26,740
- Typical: \$33,750
- Experienced: \$36,350

Major Employers:

Professional, Scientific, and Technical Services, Administrative and Support Services, Health Care and Social Assistance

What do I do next?

Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: idahoworks.gov

Explore all pathways to certification:

labor.idaho.gov/jobscape

Talk to your school counselor or advisor for more information

— — — — —

Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: idahodigitallearning.org

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.

www.NextSteps.Idaho.gov



Data provided by O*NET National Resource Center, onetcenter.org and Idaho Department of Labor

A proud partner of the [americanjobcenter](http://americanjobcenter.org) network