



Data Entry Clerk

Supervisor: Compliance Specialist

FLSA Status: Non-Exempt

Supervises: NA

Salary: \$12.87/ hr

GENERAL SUMMARY:

Supports all aspects of the program through the input of data, preparation of computer generated reports, tracking child/family services and timelines.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assists in the preparation, maintenance and dissemination of data base information, program child files, data entry and reports.
2. Reviews computer data for errors, omissions or other entry problems or issues.
3. Uses ChildPlus to assist Head Start and Early Head Start staff in tracking and monitoring for compliance with performance standards.
4. Provides support to Human Resources through data input and tracking of employee training, completed employment requirements, regulatory compliance and other items as may be necessary to support monitoring of systems.
5. Maintains filing system through creation of new files, updating existing files and removing obsolete files from filing and retrieval system.
6. Maintains family confidence and protects operations by using confidential, private, and sensitive information within the confines of policy and need-to-know parameters.
7. Helps ensure safe and healthy work environment by following health and safety procedures and directives.

EQUIPMENT USED

1. Telephone.
2. Networked personal computer.
3. Fax machine, copier and other office machines.

JOB CONDITIONS/ COMPLEXITY

Typical office environment. Extended periods of sitting and computer work. Work consists of fairly standard procedures and tasks where basic analytic ability is required, The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. Varied hours and overtime are occasionally required.

QUALIFICATIONS

1. High school diploma or general education degree (GED), and one year related experience; or equivalent combination of education and experience from which comparable knowledge and expertise has been acquired.
2. Typing 40-45 words per minute. Good knowledge of personal computer software, preferably MS Office, Word, Excel, and data base and spreadsheet programs.
3. Strong knowledge of written English: grammar, spelling, and rhetoric.
4. Ability to pass medical exam and TB test.