

**COCAA**  
Job Description

<b>Position:</b>	Data Entry Clerk	<b>FSLA:</b>	Non-Exempt
<b>Department:</b>		<b>Pay Range:</b>	
<b>Revised:</b>	April 5, 2010	<b>ED approved:</b>	_____

**JOB SUMMARY**

The Data Support Clerk is responsible for assisting the program department by entering data in the appropriate format needed by program guidelines. Works under the supervision of Program Director. "Job descriptions may be modified based on COCAA needs and employees may be required to perform functions beyond those described below and employees are "at will employees" in that either party may terminate the employment relationship.

**ESSENTIAL DUTIES**

- Operate a variety of data entry equipment and familiar with a variety of software.
- Enter into database and retrieve data from computer terminal.
- Reformat, rearrange and/or interpret material as necessary utilizing standard department applications and methods.
- Verify accuracy, validity and completion of transcribed data by computer verification, proofreading computer display or printout, or other applicable methods; make corrections as necessary.
- Compile reports from existing records; assist with special projects by searching computer files and gathering records as requested.
- Maintain associated logs and records in accordance with established priorities and procedures.
- Must be able to use a cell phone, fax machine, voice mail, or other electronic devices and services.
- Files as needed.
- Assists staff in answering phones.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Must have demonstrated skills working in a Microsoft environment, word processing, database software, spreadsheet programs, email, and internet applications.
- Excellent written and verbal communications skills.
- Excellent project and time management skills.
- Initiative, tact, diplomacy, and creativity required.
- Detail oriented, strong organizational and analytical skills.
- Ability to work in a hectic and results oriented environment.
- Must possess a valid Oklahoma Drivers License; proof of valid insurance on any personal vehicle that will be used for COCAA business purposes, and possesses and maintains acceptable driving record.

- Insurable and bondable under the agency's current insurance plans.
- Ability to work with the public, various organizations, and vendors.
- Must have reliable transportation for work related travel away from designated work site.
- Working knowledge of the occupational hazards and safety precautions of the work.

**Supervision Given:** None

**Supervision Required:** Under the Supervision of the Program Director

**WORKING CONDITIONS AND PHYSICAL HAZARDS**

- Employee works in an office environment and uses a desk top computer and other office machinery.
- Employee is sometimes required to work outside in both normal and abnormal weather.
- Employee must be able to physically perform functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Some lifting is required usually up to at least 25 pounds, but may be required to lift up to 50 pounds on occasion.  
May be exposed to irate clients, vendors, public and employees

**SPECIAL LICENSES AND CERTIFICATIONS DESIRED**

None