



## **DATA ENTRY CLERK**

### **JOB DESCRIPTION**

**CLASS CODE:**

**PAY RANGE: \$41,600**

**FLSA STATUS: Non-Exempt**

**EEO STATUS: Clerical**

**DATE PREPARED: October 5, 2021**

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#### **CLASS CONCEPT:**

Responsible for inputting a high volume of data from multiple sources into a database, ensuring that all necessary data is being entered and maintained. In addition, data entry clerks must verify and edit data as needed. Aside from the primary duty of data entry, will also perform other general office tasks like scanning documents and answering phones. Work is coordinated with the Director of Resident Services.

#### **DUTIES AND RESPONSIBILITIES**

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority.

- Maintains database by entering new and updated resident information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes resident source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the supervisor for resolution.
- Enters resident data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered resident data by reviewing, correcting, deleting, or reentering data.
- Purges paper spreadsheets to eliminate duplication of data.
- Secures information by completing data saving procedures.
- Maintains operations by following policies and procedures and reporting errors or needed changes.
- Maintains agency and resident confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Other duties assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Great Organization skills
- Quick typing skills
- Computer savvy
- Maintaining Confidentiality
- Thoroughness Excellent attention to detail.
- Ability to multitask effectively.
- Strong written and verbal communication skills.
- Ability to perform repetitive tasks with a high degree of accuracy.
- Excellent typing skills of 30 to 40 words per minute.
- Knowledge of computer database software like Microsoft Excel.
- Knowledge of word processor such as Microsoft Office.

**MINIMUM EDUCATION AND/OR EXPERIENCE**

1. High School diploma or GED required.
2. Data entry or office related experience.

**SPECIAL REQUIREMENTS**

1. Must possess a valid Alabama driver's license and have reliable transportation.
2. Criminal background checks & Drug tests will be performed on all applicants.

**WORKING HOURS**

This is a Part-time based position. The working hours are from 8:00 am to 4:30 pm, hours may vary.

**STRENGTH REQUIREMENTS**

- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**TYPES OF PHYSICAL DEMANDS**

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Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

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