

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Data Entry Clerk

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in data entry operations or completion of computer skills vocational program.
- (3) Word process or type 25-40 words per minute or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable of office procedures, principles and practices. Knowledgeable of computer operations. Ability to organize and prioritize. Ability to communicate effectively both orally and in writing. Ability to assume assigned responsibilities and work harmoniously with others.

REPORTS TO: Site Administrator

JOB GOAL

To maintain automated student records as required and to assist with routine assignments to ensure the smooth and orderly operation of the school.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Prepare data collection sheets.
2. Collect, organize and enter data necessary for processing automated student records.
3. Print reports as required.
4. Maintain records of automated submissions as required.
5. Assist other staff members in meeting data entry requirements as needed.
6. Assist administrator in satisfying student database requirements.
7. Assist with the general production of instructional materials as needed.
8. Perform general office functions as required.

Inter / Intra-agency Communication and Delivery

9. Communicate effectively with staff and administration.
10. Keep supervisor informed of potential problems or unusual events.
11. Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

12. Demonstrate initiative in the performance of assigned responsibilities.
13. Provide for a safe and secure workplace.
14. Model and maintain high ethical standards.

15. Follow attendance, punctuality and proper dress rules.
16. Maintain confidentiality regarding school matters.
17. Maintain positive relationships with staff.
18. Participate in workshops and training sessions as required.

System Support

19. Prepare all required reports and maintain all appropriate records.
20. Follow all School Board policies and school policies and procedures.
21. Exhibit interpersonal skills to work as an effective team member.
22. Demonstrate support for the School District and its goals and priorities.
23. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: 9 1/2 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 41