



## **Ben Hill County Schools**

### **Ben Hill County 21st CCLC Program Data Clerk**

#### **Position Purpose**

The After-School Care Data Clerk provides essential administrative and data-entry support to the after-school program. This individual is responsible for accurately entering and maintaining student information, attendance records, and other critical data. The Data Clerk ensures the integrity and confidentiality of all records, assists with program communications, and supports the overall administrative functions of the site.

#### **Data Clerk**

**Reports to:** Project Director

#### **Qualifications:**

- High school diploma
- Experience working in a professional office setting.
- Strong computer skills, with proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook)
- Able to operate a personal computer, a laptop computer, peripheral computer equipment, photocopier, fax machine, and other office equipment with a high degree of skill.
- Use a 10-key calculator, with a high degree of accuracy.
- Highly motivated with strong organizational skills; able to coordinate multiple tasks at one time.
- Self-starter; able to work independently.
- Strong telephone and interpersonal communication skills.
- Ability to lift 40 lbs. to shoulder height occasionally.

#### **Essential Job Functions:**

- Answer phone, receive messages and respond to inquiries by staff, parents, or patrons of the district.
- File and sort paperwork.
- Input data for recordkeeping in multiple software systems.
- Produce brochures, handbooks, notebooks, flyers, and meeting agendas.
- Type and/or draft letters of correspondence.
- Maintain and order supplies; organize storage areas.
- Process invoices, track expenses, and produce expense reports.
- Schedule and organize meetings or events, including coordinate and set up needed supplies; take meeting minutes.
- Type or prepare reports, compile data and distribute information to parties both inside and outside of the district.

**Other Job Functions:**

- Maintain confidentiality
- Attend meetings and training as directed.
- Present and communicate in a professional manner.
- Work additional hours or overtime as directed.
- Other duties as assigned by the supervisor.