

Data Entry Clerk

Job Description:

The Data Entry Clerk is responsible for maintaining the records of the Clerk's Office by accurately inputting the daily filings of the office.

1. Filings received for data entry; inputting data information in correct fields.
2. Maintains data entry requirements by following data program techniques and procedures, including indexing rules.
3. Verifies entered customer data by reviewing, correcting, or reentering data.
4. Maintains operations by following policies and procedures; reporting needed changes.
5. Maintains customer confidence and protects operations by keeping information confidential.
6. Contributes to team effort by accomplishing related results as needed.

Supervision Exercised:

This job has no supervisory responsibilities.

Job Related and Essential Qualifications:

1. Computer Literate.
2. Proficient Typist.
3. Attention to Detail.
4. Information Collection.
5. Organizational Skills.
6. Communication Skills.
7. Integrity.
8. Confidentiality.

Training and Experience Requirements

Successful candidates must be highly organized, and have excellent communication and people skills. Requires self-motivation, being able to work under pressure, and ability to handle a large amount of work.

Data Entry Clerks must have knowledge of general office procedures; a high degree of verbal and written comprehension; the ability to express thoughts clearly, both orally and in writing; accurate and proficient typing skills; the ability to work well with others and with limited supervision; grasp concepts quickly and react to change rapidly; must be good students, open to learning the office procedures.

Minimum of 18 years of age.

Degrees must be from appropriately accredited institutions.

Special Requirements:

Ability to read and interpret documents such as employee handbook and policy and procedure manuals. Ability to communicate effectively, orally, and in writing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.