

JOB DESCRIPTION

TITLE

DATA ENTRY CLERK
MAINTENANCE

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate and one to two years office/business experience. Basic computer skills required.
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to answer questions from managers and employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
REPORTS TO	Office Manager, Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Receives and processes to completion work orders and requisitions from school system locations by performing computerized data entry into a data base management system.

SPECIFIC RESPONSIBILITIES

1. Maintains working knowledge of computerized systems and other office equipment.
2. Assists with incoming phone calls for the department, responds to personnel and work order inquiries and uses paging systems to coordinate emergency work order requests with supervisors and field personnel.
3. Prints computerized reports and documents as requested.
4. Performs data file back-ups.
5. Provides secretarial services, as required, including preparing letters, documents, reports and statistical summaries.
6. Demonstrates knowledge of personnel and payroll documents, including preparation, review and processing of reports, sick leave, vacation requests and fringe benefit data records.
7. Maintains employee files.
8. Enters data for monthly water/sewer/utility records into a data base and publishes a monthly utilization report.
9. Maintains time card system.
10. Provides new hires with benefits information.
11. Processes claims for Worker's Compensation.
12. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
13. Performs other duties as assigned.