

## JOB DESCRIPTION

TITLE                    POSITION CONTROL DATA ENTRY CLERK (DISTRICT)

### 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 three to five years office/business experience. Advanced level computer skills required (e.g., word processing, spreadsheets, data bases, ability to use email).
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
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 sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. 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. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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              Manager of Staff Allocations

#### GENERAL RESPONSIBILITIES

1. Enters data into the District's computer systems in accordance with established procedures.
2. Maintains working knowledge of computerized systems.

#### SPECIFIC RESPONSIBILITIES

1. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
2. Performs data entry tasks in all assigned areas of Position Control and TERMS systems software.
3. Maintains records of allocation adjustments.
4. Receives data from staff and utilizes the proper computer software to code and enter this data into the system.
5. Performs allocation and position coding reviews as needed to ensure accuracy.
6. Serves as backup to Allocation Specialist.
7. Receives program updates and loads updates in accordance with accompanying directions.
8. Prints reports and other documents as requested.
9. Performs other tasks as assigned.