

**Job Title:** CLERK, DATA ENTRY (EC)  
**Reports to:** Principal/Director  
**Dept./School:** Early Childhood Program  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** Summer 2011

### **Primary Purpose**

Perform data entry including demographics, Public Education Information Management System (PEIMS) data; attendance; student information into computer databases.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Ability to use personal computer and software to develop spreadsheets, databases

Ability to do word processing

Proficient typing, keyboarding, file maintenance, and 10-key skills

Ability to meet established deadlines

### **Experience**

Two years data entry experience

## **MAJOR RESPONSIBILITIES AND DUITES**

### **Records and Reports**

1. Maintain computer information systems management.
2. Maintain student data file records for all Early Childhood/Head Start students.
3. Verify accuracy of all student information.
4. Maintain student withdrawals, entries, and attendance changes with reports as required.
5. File and sort appropriate student records as needed.
6. Type correspondence.
7. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
8. Key and verify results according to procedures provided.
9. Recognize and correct errors in original data prior to processing.
10. Recognize deficiencies in source documents and return them to originator for correction.
11. Print reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.

12. Maintain all information necessary for the preparation of all required Head Start reports.

**Other**

13. Participate in staff development training programs, faculty meetings, and specific events as assigned
14. Answer telephone and answer routine inquiries.
15. Attend meetings and workshops relevant to job-related duties.
16. Serve as office receptionist as needed.
17. Perform other duties assigned by supervisor.
18. Maintain confidentiality of information.
19. Orders supplies and equipment.
20. Checks in all orders delivered from warehouse and keeps inventory on supplies.
21. Type absence from duty reports daily on faculty absences.
22. Receives daily reports & deposits from cafeteria clerk; posts information for deposits pick-up.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computer or online computer terminal (word processor, database, spreadsheet), printer, calculator, and copier.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain control under stress; repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.