



Position Title: Part-Time Data Entry Clerk

Job Code: 8300

Reports To: TSIC Director

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Data Entry Clerk charged with data management, data reporting and data accuracy. This individual's duties will focus mainly on maintaining integrity of data collection. Primarily this will include maintenance and management of all TSIC data, including data entry, keeping accurate records, queries, status changes, reports, and database development as needed, for all records electronically stored by the program for students and mentors.

Duties & Responsibilities:

- Data entry of new student information
- Data entry of new mentor information
- Data entry of MDCPS information
- Data entry of FDOE information
- Quarterly input of grades, attendance, and conduct
- Performs queries and reports
- Enters status changes
- Data entry of coded information such as activities, probations
- Installation and operation of measures software
- Print student labels
- Print mentor labels
- Backing up the data
- Runs FDLE Reports
- Updating website
- Works with program staff to coordinate schedules, events, and activities
- Assists with administration of grants and special programs
- Assists in preparing grant required monitoring reports on monthly, quarterly and yearly basis
- Monitors and audits data collection and entries by mentor coordinator and student advocates
- Performs duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or General Equivalency Diploma (GED) required
- Two (2) years of experience in advanced clerical/data entry work, or any combination of experience and training
- Proficient in Microsoft Office
- Experience in clerical and data entry work
- Must be able to communicate effectively

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name