# **RUBY’S PLACE, INC.**

Job Description

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# JOB TITLE: Data Entry Clerk

REPORTS TO: Data and Systems Analyst

WORK AREA: Community Office / Remote Workspace

**PURPOSE:**

The purpose of the Data Entry Clerk is to accurately and efficiently enter data into computer databases. This individual is responsible for inputting a high volume of data from multiple sources, ensuring all necessary data is being entered and maintained. In addition, the Data Entry Clerk must verify and edit data as needed.

**QUALIFICATIONS:**

The Data Entry Clerk will have an interest in processing data for a nonprofit service agency. Must be able to work closely with staff throughout all agency departments; have the ability to prioritize and complete tasks within established timeframes; be able to maintain confidentiality and integrity with data and comply with victims services laws; have strong computer skills and the ability to enter data into a computer quickly and accurately; have strong attention to detail and ability to think analytically. High school diploma or GED is required. Experience working in a mission-driven organization and in a capacity where information is sensitive in nature is highly desired. Background check required.

**HOURS OF WORK:**

The position is part time, 20-hours per week with potential to increase to a full time position (the timeline of a potential hours increase is to be determined). Must be available to work additional hours, as needed, specifically during reporting periods. Regular meetings and check-ins with supervisor are required.

**DUTIES:**

1. Responsible for inputting data from multiple sources into various systems including Apricot, Access and TIMS.
2. Ensure all necessary data is entered with accuracy; identify and correct data errors using appropriate quality control methods. Verify and edit data as needed.
3. Log incomplete or missing items for correction by staff.
4. Assist Data & Systems Analyst and Reporting Specialist as needed with reports and data quality checks.
5. Create and maintain documentation of processes and procedures.
6. Fill out functional timesheet by assigned due dates and in compliance with time allocations.
7. Adhere to agency technology guidelines as well as legal and regulatory standards.
8. Actively participate in meetings with supervisor and reflective supervision. Attend all mandatory meetings including all staff meetings, team meetings and others as requested by supervisor.
9. Additional duties as assigned by supervisor.

# **WORKING CONDITIONS:**

Due to COVID-19 safety concerns and restrictions, this role will be remote to the fullest extent possible through the summer of 2021 and beyond if COVID-19 remains a safety threat. Once returning to in-person work is possible, this role will be eligible for hybrid remote/in-person work going forward. The extent of remote work will be determined by business needs. Time spent on-site versus remote working will be discussed and agreed upon with their supervisor. The staff member is expected to be available on-site as necessary given business needs.

When on-site, staff member will work in a well-ventilated and properly lit office. Must be able to sit for long periods of time. Occasional travel may be required. May be required to lift up to 50 pounds. Subject to frequent interruptions. Must be able to multitask and handle stress. Frequent interaction with staff, colleagues, donors, service providers, Board of Directors and the community in general.

**PERSONAL QUALIFICATIONS:**

Ability to follow oral and written directions.  Must be flexible, creative and take initiative in handling emergencies. Have compassion and understanding for people in crisis. Strong administrative, interpersonal and communications skills.  Willingness to further education.

**LANGUAGE SKILLS:**

Ability to write business correspondence and reports in English.  Ability to effectively present information and respond to questions from groups and individuals in English.

**REASONING ABILITIES:**

Ability to problem solve with co-workers, partners and funders towards accomplishing client case management goals, program goals and objectives, and funding requirements.

Ruby’s Place is committed to the implementation of an Affirmative Action Policy and the Americans with Disability Policy in its recruitment selection and placement of all personnel and is an Equal Opportunity Employer.

I have read and understand this job description.  I agree to accept the responsibilities and duties as outlined.

YOU ALSO UNDERSTAND THAT YOU ARE A MANDATED REPORTER TO ADULT AND CHILD PROTECTIVE SERVICES.

NO SERVICES MAY BE RENDERED FOR CLIENTS AT ANY TIME, WHETHER DURING NORMAL WORKING HOURS OR AFTER HOURS. UNDER NO CIRCUMSTANCES SHALL A CLIENT OR THEIR FAMILY ENGAGE YOU FOR PERSONAL SERVICES.

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Data Entry Clerk Date

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Data & Systems Analyst Date