



DATA CLERK – ADMIN ASSISTANT

DEPARTMENT: YFCS

REPORTS TO: Program Coordinator

CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Data Clerk is responsible for providing administrative and clerical support to program staff. This position requires excellent people skills, scheduling, organizing, and other administrative duties, works with database, word processing, and spreadsheet applications.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Facilitate timely collection of data from program staff and answer questions from program staff about evaluation, ID numbers, client status, use of forms, etc.
- Produce reports from the database program for management and evaluation purposes.
- Data entry and supervise data entry of evaluation forms.
- Maintain overall completeness, accuracy, and timeliness of the data system on site
- Communicate with evaluation team as necessary regarding problem solving, hardware, software, and data collection and entry issues.
- Maintain client ID systems (assign all ID's).
- Create and maintain a system for collecting forms at the program sites, ensuring completeness and accuracy.
- Train staff as necessary to complete forms properly.
- Typing, copying, faxing & provide clerical support as needed.
- Have and maintain positive and supportive relationships with coworkers.
- Maintain accurate knowledge about the agency, its programs and services.
- Accurately represent the agency to and maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Utilize appropriate opportunities to pursue positive public relations for the agency.
- Other tasks as assigned by the Program Manager.

QUALIFICATIONS (Education, Experience and Certifications):

- High School Diploma needed, AA/BA/BS preferred
- Two years previous experience
- Demonstrated administrative experience
- Proficient in Word, Excel, Access, PowerPoint, and Outlook
- Access to reliable transportation and willing to use it for job-related tasks
- Have a driving record that complies with SAY Driving Policies



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KNOWLEDGE, SKILLS AND ABILITIES:

- Effective oral and written communication skills
- Excellent organizational skills
- Competency in maintaining accurate and detailed records
- Problem solving skills
- Ability to meet deadlines and manage multiple priorities
- Capable of working independently and responsibly

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.