



## Capital Area Council of Governments

### Job Description

**CAPCOG Title:** Data Entry Clerk  
**Division:** Aging Services  
**Reports to:** Program Manager, Nutrition/Data/Benefits Counseling  
**State Title & Salary Grade:** Clerk III/Administrative Assistant III A13  
**FLSA Status :**  Exempt  Non-Exempt

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#### GENERAL DESCRIPTION

Enters information into the agency's client tracking/reporting computerized database. Performs complex data entry work. Work involves timely processes for entering, verifying, researching, correcting, or retrieving information from the software/database and other applicable data tracking tools. Serves as the point of contact for those agencies and organizations who are submitting data for entry into the software and who may need reports generated from it. May make recommendations regarding adherence to policies and standards relating to data management requirements. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Performs complex data entry work within time limit.

#### ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Compiles and enters data into client management system and other applicable tracking tools on time and with a high level of accuracy.
- Prepares monthly reports and maintains electronic files and performs data backup operations
- Performs data management support activities for other program units related to service delivery and reassessments
- Assists with quality assurance review of vendor subrecipient service data for accuracy and program compliance
- Assists with the preparation of electronic client listings as needed for agency-wide outreach, special projects, and reporting
- May assist with the development and documentation of procedures
- Responds to queries for information and access relevant files
- Complies with data integrity and security policies.
- Reviews data for accuracy and completeness
- Reviews data and reports correction of errors as found in a timely manner to providers/vendors

#### GENERAL QUALIFICATIONS

Education and experience may be substituted for one another

**Education:** Graduation from a standard senior high school or equivalent preferred.

**Experience:** At least two years of experience in data entry and data management work is required.

#### Knowledge, Skills, and Abilities

- Knowledge of computer operations systems and procedures.
- Knowledge and command of English, both oral and written.
- Knowledge of Microsoft Office Word, Excel, etc.
- Skills in use of personal computer and applicable software.
- Ability to communicate in a clearly understood manner.
- Ability to enter service unite data in applicable format.
- Ability to prepared required reports.
- Ability to perform timely data management tasks with a high degree of accuracy.

**Other Requirements**

- Successful completion of a background check.

**Physical Requirements**

<b>Remain in a stationary position</b> at a desk throughout the workday.	Frequently
<b>Stand and perform tasks</b> throughout the workday. May be stationary for periods of the day.	Seldom
<b>Move about</b> inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Regularly
<b>Coordinate precise movements of the fingers</b> in order to use office productivity machinery or perform intricate tasks.	Frequently
<b>Move objects</b> weighing up to designated # of pounds.	Seldom - 15 lbs
<b>Lift objects</b> from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
<b>Converse with others</b> both in person and over the phone.	Regularly
<b>View details at close range</b> (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
<b>Move body into multiple positions</b> to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
<b>Performs duties in professional office environment.</b>	Constantly
<b>Performs duties while exposed to conditions</b> of heat, cold, humidity, wind and/or rain.	Never
<b>Drives</b> a vehicle to perform CAPCOG business.	Never

**Physical Requirements KEY**

- Never 0%   
  Seldom 0-30%   
  Regularly 30-60%   
  Frequently 60-90%   
  Constantly 90-100%
- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day
  - Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day
  - Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day
  - Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

*I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.*

\_\_\_\_\_  
Employee Printed Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name and Signature

\_\_\_\_\_  
Date