

Classified Job Description

Data Entry Specialist



BASIC FUNCTION:

Under the direction of the Charter School Director, the Data Entry Specialist performs periodic entry of information into a database(s) of Grizzly Youth Academy student outcomes. The Specialist is responsible for a variety of duties, including maintaining up-to-date contact information for all program graduates for 60 months, and the accurate, efficient maintenance and retrieval of program outcome data. The Specialist will proof data before entering into the student database and will generate reports. This individual will work collaboratively with National Guard partners and Grizzly Youth Academy staff.

ESSENTIAL DUTIES:

1. Work with Grizzly staff (e.g., Case Managers, RPM Supervisor, and Grizzly IT Director) to create and maintain a spreadsheet or database of up-to-date contact information for 60 months for every student who graduates from the program. This contact list will be updated every 90 days.
2. Contact selected graduates and gather data about post-Grizzly outcomes every six months for five years.
3. Prepare source data for computer entry by compiling and sorting information.
4. Process source documents by reviewing data for deficiencies; resolve discrepancies using standard procedures or sharing incomplete documents with a supervisor for resolution.
5. Enter data about post-Grizzly outcomes into a specified database for selected students. Prepare reports and graphic exhibits using software for presentations and agendas.
6. Verify entered student data by reviewing, correcting, deleting, or reentering data. Purge files to eliminate duplication of data.
7. Secure information by completing database backups.
8. Maintain student confidentiality by keeping information private and secure.
9. Interact with National Guard and GYA staff on matters affecting data and make recommendations for improvement or enhancement to job processes to ensure high standards in data entry, collection, and retrieval.
10. Perform other related duties as requested by Charter School Director.

KNOWLEDGE:

- Principles, practices, and procedures involved with the longitudinal study of Grizzly Youth Academy program outcomes, plans, strategies, goals, and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Public relations techniques.
- Record-keeping and report preparation techniques.

ABILITIES:

- Manage and prioritize multiple tasks.
- Apply proper time management.
- Work independently at complex tasks.
- Communicate effectively both verbally and in writing.
- Prepare and maintain accurate and complete records and reports.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Three or more years' experience working with data entry and information systems.

PREFERRED EDUCATION AND EXPERIENCE:

- AA degree.
- Experience working with at-risk youth in a school setting.
- Prior employment experience requiring strong customer service skills.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

PHYSICAL DEMANDS:

- Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read and distinguish colors, with or without vision aids.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and to enter data on a computer.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
- Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Physical ability to bend, to stoop, to walk and to reach overhead.