

CITY OF CHATTANOOGA

Classification Specification Title: Data Entry Clerk

Department: Community Development

Pay Grade: GS.03

Supervision Received From: OFE Program Coordinator

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 7/19/82

**Revision Dates: 4/1/25;
9/03/24**

CLASSIFICATION SUMMARY:

Processes data for the Head Start/EHS Administrative Office.

SERIES LEVEL:

The Data Entry Clerk is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Reviews and enters data in Child Plus tracking software and customized databases. Works with program personnel to correct any data errors. Prints and distributes data information reports.

Enters center in-kind data into the computer and completes in-kind reports.

Assists in copying, collating and assembling child transition information and maintaining a filing system for children's records.

Types, proofreads, copies, files and provides general clerical assistance as needed.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Two (2) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant experience include performing clerical or data processing functions. Must have experience using a computer, database software, Microsoft Word and have accurate data entry skills.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.