

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Data Entry Operator 2</i>		DIVISION: <i>Finance & Administration</i>	DEPARTMENT: <i>Legal/AI Data Management</i>
WORKING TITLE: <i>Data Entry Operator 2 (Floater)</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>735100 Administrative Assistant 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>12332</i>		PCN: 735108 PAY RANGE: 10	REVISION DATE: <i>4/19</i>
EQUIPMENT USED: <i>telephone fax machine calculator printer computer copying machine automobile scanning machine microfiche machine</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to add, subtract, multiply and divide whole numbers & to read and write common vocabulary plus 4 courses in typing (or 12 months exp.); 300 hours of training in use of CRT or similar video display equipment (or 3 months. exp.); or equivalent or 4 months exp. as Data Entry Operator 1.</i> PREFERRED: <i>High school graduate or equivalent; minimum of 1 year clerical exp. or equivalent; typing speed of 25wpm; basic knowledge of Micro- soft office; business school/college may be substituted for part of exp.</i>			
PURPOSE: <i>The employee, under supervision of the Records Management Supervisor, processes legal requests (subpoenas, discoveries, judicial orders, admission sheets, and other agency requests) by utilizing the statewide computer system to determine case history and preparing the history from various source documents/repositories for delivery to the appropriate parties. The employee also provides data entry services for Data Management and performs other clerical related duties when needed. This position may require that the employee report to different work locations based on workload as determined by supervisor.</i> <i>The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships. Must demonstrate cultural awareness sensitivity and competence throughout all aspects of job duties. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each.</i>			
JOB DUTIES:			
58%	<i>Employee record checks individuals listed on legal requests to find agency history being requested; redacts information; burns information to a CD; upload information to the court site; packages information for delivery to appropriate parties; and updates log with status of requests</i>		
32%	<i>Completes data entry, including but not limited to, legal data from source documents and blind orders; may occasionally cover front desk duties; distribute cash equivalents; process fingerprints; perform document collection; scanning of case documents; or other miscellaneous job tasks when needed. Entry tasks require editing, correction, interpretation, judgment and when necessary, direct consultation with the supervisor of Legal DM to work out problems and correct information prior to entry.</i>		

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- 5% *Attends supervisor, unit, department or agency meetings and participates accordingly by providing suggestions or ideas that will aide towards timely and effective services.*
- 5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised
N/A

Signature of Agency Representative

Date