

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>Data Management</i>
WORKING TITLE: <i>Data Entry Operator 2 - Floater</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>Office Manager 1 Records Manager</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>12332</i>		PCN: PAY RANGE: <i>10</i>	REVISION DATE: <i>2/2020</i>
EQUIPMENT USED: <i>telephone calculator printer fingerprint machine switchboard computer/laptop copying machine fax machine scanner automobile</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 mos. exp.); or 4 mos. exp. as Data Entry Operator 1</i>			
PREFERRED: <i>High school graduate or equivalent; minimum of 1 yr. clerical exp. or equivalent; typing speed of 25 wpm; basic knowledge of Microsoft Office; well- developed verbal communication skills, problem solving skills and excellent customer service skills.</i>			
PURPOSE: <i>Provides support to the Data Management Department by performing clerical-related duties while providing excellent customer service to agency clients. This position requires that the employee reports to different work locations and/or units based on workload as determined by their supervisor. 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>			
90%	JOB DUTIES: <i>Performs record checks; enters necessary data from source documents/electronic systems; reviews and processes case information and requests; reviews and processes court/legal documents and requests; monitors email boxes; quality assurance; files/scans/uploads documents into the case record/electronic system; maintenance of case records and document repositories (hardcopy/electronic/eye readable format); and performs receptionist/phone functions. Performs clerical duties such as (but not limited to) processing cash equivalents and client travel, mail, faxes, copies, maintains department appearance, maintains all computerized/written logs, routine maintenance of all copiers and printers; ensures adequate amount of supplies of all necessary items; provides training to coworkers as needed; retrieves/processes fingerprints; and responds to inquiries and requests for information from staff, community professionals and the public. These entries and tasks require editing, correction, interpretation, judgment and when necessary direct consultation with a supervisor to work out problems and correct information prior to entry and/or completion.</i>		
5%	<i>Attends training for professional development; attending supervisory, unit, department, and agency meetings and participates accordingly by providing suggestions or ideas that will aide towards timely and effective support services.</i>		
5%	<i>Performs other related duties as assigned.</i>		

List no. of positions and Class Titles of positions supervised N/A	<hr/> Signature of Agency Representative	<hr/> Date
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