

RACINE/KENOSHA COMMUNITY ACTION AGENCY
Job Description

Job Title: Data Entry Clerk
Responsible to: Compliance Manager
Salary Range: \$14.67/hr. - \$22.00/hr

This is a non-exempt 40 hr./wk. 52 wk/yr position unless programmatic needs dictate or require otherwise.

EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:

1. High school diploma or equivalency required.
2. Minimum of 2 years' experience in a relevant field.
3. Must have good oral and written communication skills.
4. Knowledge of MS Office applications including Word and Excel.
5. Ability to operate office equipment.
6. Demonstrated knowledge of internet-based business applications.
7. Attention to detail.
8. Proficient typing skills.

DUTIES AND RESPONSIBILITIES:

1. Assisting Weatherization team members in gathering and ensuring accurate completion of required documentation for customer files.
2. Enter data into Emergency Furnace contractor performance spreadsheets.
3. Scanning and saving documents into computer file.
4. Uploading documents into business system for processing.
5. Checking applications for required data and using lists to compare data.
6. Informing relevant parties regarding errors or potential issues encountered.
7. Storing hard copies of data in an organized manner to optimize retrieval.
8. Handling additional duties as assigned by management.

If requested, reasonable accommodations will be made for person with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.