



Job Title: Student Services Data Entry Specialist

Department: Constituent and Student Services
Reports To: Directors of Constituent and Student Services, Elementary and Secondary
Grade: CA-05
Number of Days: 12 Months
Security Access: ESC
Current Date: November 13, 2013
Overtime Status: Non-Exempt

Job Objectives: The Student Services Data Entry Specialist will receive, review and enter data into computer system or tracking database to establish procedures. The Specialist will support the completion of state mandated reports through the collection of data found in various sources. The Specialist will ensure accuracy of all data recorded and perform database maintenance functions in PowerSchool, TIPS, Department Webpage and Department Balanced Scorecard.

Minimum Qualifications:

- Must have a high school diploma or GED.
- Preferred one year experience in a secretarial position or a combination of education, training, and experience which provides the desired knowledge of skills, and abilities necessary to perform the position's essential duties and responsibilities.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Keeps track of received data and source documents.
- Prepares and sorts source documents, and identifies and interprets data to be entered.
- Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
- Data entry on TIPS and keeps information recorded confidential.
- Reviews and makes necessary updates on TIPS as necessary.
- Compiles, sorts and verifies accuracy of all data to be entered.
- Processes various forms.
- Assists in establishing and maintaining an effective and efficient records management system.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidential information.
- Performs general clerical duties such as typing, answering phones, etc.
- Disaggregates data from TPS student suspension reports.
- Collect and organize metric data for Balanced Scorecard.

- Upload and manage information on Office of Constituent and Student Services district webpage.
- Perform other job related duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Job knowledge of computer data entry, Microsoft Excel, Microsoft Office, Microsoft Word.

Supervisory Responsibility:

- No work group leadership or supervisory responsibilities.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Good working conditions.
- Little or no exposure to harm or danger.
- Everyday risks require normal safety procedures.

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