

## **Data Entry Specialist**

**Position Title:** Date Entry Specialist, Disaster Case Management Program

**Reports To:** Supervisor of Disaster Case Management

**Employment Status:** Full-time, Temporary, [End August 24, 2019]

**Summary:** The Data Entry Specialist will enter information into computer databases for effective record keeping. The data must be imputed immediately after received, must be accurate and must pay attention to detail. Date Entry Specialist serves as a logistic support to the Disaster Case Management Program. The demands described here are representative of the work of the Data Entry Specialist, for the essential functions of this job.

### **Responsibilities:**

- Develops and revises internal processes for efficient data entry
- Must have good typing and numeric key entry skills
- Knowledge of database software, spreadsheets, and word processing
- Good spelling, grammar, strong reading comprehension, and punctuation skills are necessary
- Troubleshoots computer problems and request IT assistance as needed
- Input disaster case files into approved case management database(s)
- Develop an ad-hoc process that will help analyze reports in order to provide data summary
- Prepare program data reports and convert data when needed or at the request of the Supervisor
- Assists in maintaining program files and filing system
- Other duties as assigned

### **Qualifications:**

- High School Diploma or GED; Associate degree in related fields
- At least two years' experience managing data.
- Strong organizational skills.
- Proficiency in Microsoft Office Suite, particularly Word, Excel and online database(s)
- Ability to operate standard office equipment i.e. copier, fax, scanner, postage machine and printer
- Ability to respond to emails and phone calls at least 60% of the time
- High attention to detail
- Strong organization skills
- Self-directed and abled to work with limited supervision
- Customer-service orientation
- Willingness to work in a team environment
- Valid driver's license with an acceptable driving record

**Physical Demands:**

The job includes sitting, walking, and standing; use of hands for writing and typing, adequate vision and hearing; and the ability to sit for long periods. Requires occasional lifting, carrying, up to 30 lbs. Work involves occasional exposure to unusual elements and weather.

Salary is commensurate with education and experience.

Applicants must meet Catholic Charities requirements: criminal background check, drug screening and complete Diocesan certification in Creating and Maintaining a Safe Environment.

**Closing Date:** Until Filled

**All interested applicants may download and submit an employment application and resume to:**

**Catholic Charities of Corpus Christi, Inc.**

**615 Oliver Ct. Corpus Christi, Texas 78408**

For additional information email [ddean@diocesec.org](mailto:ddean@diocesec.org)