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| Job Title | Data Entry Clerk |
| Department | Facility Services |
| Location | School Board Office |
| Reports to | Director of Facility Services |

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| Type of position: | Maximum Hours: 35 / week |
| <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Unionized |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Exempt |
| <input type="checkbox"/> Temporary or Casual | |

GENERAL DESCRIPTION

Reporting to the Director of Facility Services, the Data Entry Clerk is primarily responsible for maintaining the work order requests from the schools and entry of the data that is generated from completed work orders. Other duties will require familiarity with the SDS system used for accounting data entry.

TYPICAL DUTIES

- Converts school work requests into work orders and disseminates the new work orders to the various geographical regions with the District.
- Verifies goods are received and submits receiving report/packing slips to accounts payable.
- Arranges for return of incorrect shipments.
- Operates standard office equipment including a computer (word processing, spreadsheets, SDS system, Webworks work order system), photocopier, etc.
- Performs other comparable duties as assigned

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of Grade 12 or equivalent including basic courses in personal computers (word processing, databases, spreadsheets).
- 3 months on-the-job experience

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| REVIEWED BY | <i>Title</i> |
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| APPROVED BY | <i>Title</i> |