

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Data Entry Clerk
Reports to: Leasing and Contracting Supervisor
Department: Section 8
Date: April, 2002
FLSA Status: Non-exempt

General Purpose:

Inputs data into a computer, runs "rent reasoner" reports, and performs various clerical duties.

Essential Duties and Responsibilities:

50% Input and update information in computer, such as move-in, move-out, voucher expirations, and landlord/owner information in MLS. Maintain input documentation. Run correspondence and reports as required.

30% Run "rent reasoner" reports. Identify correct census tract and location code, key data and print reports, enter survey data, and produce tracking documentation.

15% Provide switchboard/receptionist coverage. Answer phone calls and relay messages. Answer routine questions. Receive and direct visitors.

5% Miscellaneous

- Perform various clerical duties such as typing and filing.
- Serve as a backup for the Section 8 Receptionist.
- Collect and deliver mail.
- Other duties as assigned.

Minimum Qualifications, Education and Certifications:

High school diploma or equivalent and 6 months office or data entry experience.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

