

Girls Scouts of Citrus

Position Job Description

Position title: Data Entry Specialist
Department: Volunteer Services
Position reports to: Director of Volunteer Services
Last updated on: February 14, 2012

SECTION I

Position Summary:

The Data Specialist maintains an integrated, comprehensive database of volunteer information via electronic data base and filing system. She/he performs data entry of volunteer information, proofreads for accuracy and checks various source documents. The specialist is responsible for ensuring the accuracy, efficiency, and retrieval of processed data, and handles time-sensitive data on a daily basis.

SECTION II

Essential Functions:

1. Performs data entry into specific data fields using database commands, formats records as necessary into the council's integrated CES system, and maintains confidentiality of all processed information.
2. Performs record creation/entries/changes and is responsible for ongoing day-to-day database administration following prescribed policies, protocols, and procedures.
3. Performs a variety of data collection activities and data verification; reviews discrepancies in data received; performs data verification routines in accordance with council policy and advises the Director of Volunteer Services of issues related to data.
4. Enters information from forms into the database; revises and/or combines data from a variety of sources such as numerical records, spreadsheets, record logs, and preformatted data retrieval systems.
5. Maintains master records for each volunteer, incorporating all council-related interfaces and activities; provides support to program and membership data systems as needed.
6. Confers with staff on matters affecting data flow and integrity; makes recommendations for improvement or enhancement to data processes to ensure standards in data entry, collection, and retrieval are achieved.
7. Proofreads and ensures the accurate and confidential maintenance of organized membership records and documents, utilizing the integrated CES system.
8. Performs data entry from a variety of sources including volunteer and staff contact logs, contact documentation, orientation forms, training registrations, and related volunteer records.

SECTION III

Qualifications and Requirements:

- High school diploma or equivalent
- Three to five years of previous office experience, including prior database experience
- Strong data entry skills
- Experience in alpha and numeric data entry using a variety of specialized formats
- Exceptional attention to detail
- Excellent written and verbal communication skills
- Demonstrated ability to plan, organize, and prioritize workload, while managing multiple deadlines
- Outstanding customer service and people skills
- Demonstrated ability to maintain confidentiality with work-related information
- Strong keyboarding skills with knowledge of MS Office Suite, spreadsheets, and database management
- Demonstrated ability to handle high-volume tasks with accuracy

Signature and Approvals

Employee Signature: _____ Date: _____

Director's Signature: _____ Date: _____