

CALHOUN COUNTY, ALABAMA
JOB DESCRIPTION



Seasonal Data Entry

Department: Revenue Department

Reports to: Chief Clerk, Assistant Chief Clerk

Class: FLSA – Non-Exempt

Pay:

Note: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

JOB SUMMARY

A seasonal data entry position is a temporary role focused on entering, updating, and managing data. Responsibilities include inputting information into databases, verifying accuracy, and maintaining records as well as keeping detailed and accurate records of all collection activities, including payment dates, communication logs, and account statuses.

ESSENTIAL FUNCTIONS

The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

- Entering data from various sources (paper, digital) into systems like databases, spreadsheets (e.g., [Excel](#), [Google Docs](#)), and other computer files.
- Checking for accuracy and completeness of data, correcting errors, and ensuring data integrity.
- Maintaining and updating records, including physical and digital files, and organizing them for easy retrieval.
- Adhering to established communication procedures, guidelines, and policies.
- Handling sensitive information with discretion and maintaining confidentiality.
- Managing cash transactions, including the receipt, storage, and disbursement of cash.

Common Tasks:

- **Transferring data:** from physical documents (paper, PDFs) and digital records into databases and other systems.
- **Preparing data:** for computer entry by compiling, sorting, and verifying information.
- **Reviewing records:** to identify incomplete, incorrect, or duplicate information.
- **Generating reports:** and summaries based on the collected data.
- **Backing up data:** to ensure information security.
- **Scanning and printing files:** as needed.

Knowledge, Skills and Abilities

- **Accurate Typing:** Strong typing skills and attention to detail are essential.
- **Data Entry Experience:** Experience in data entry and with spreadsheet software (like Excel) is often required.
- **Organizational Skills:** The ability to organize and maintain records is crucial.
- **Analytical Skills:** The ability to analyze and interpret data is helpful.
- **Communication Skills:** Good communication skills, especially email communication, are often needed.
- **Problem-Solving Skills:** Procedural thinking and problem-solving abilities are valuable.
- **Cash Handling:** the ability to accurately count, record, and reconcile cash amounts, ensuring that financial transactions are done in a correct and timely manner

Minimum Qualifications

High school diploma or equivalent required.
Clerical experience preferred.

Physical Demands

Prolonged periods sitting at a desk and working on a computer.
Must be able to lift up to 15 pounds at times.