



**MCCORMICK COUNTY PUBLIC SCHOOL SYSTEM  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Data Entry Clerk
<b>Department:</b>	K-12 Educational Complex
<b>Term of Employment:</b>	190 Days

**QUALIFICATIONS:**

**EDUCATION/EXPERIENCE:**

- Minimum of high school diploma and three years of experience using computer applications in an office environment, or a post-secondary degree in computer applications with some relevant work experience; or an equivalent combination of education, training, and experience.
- Experience with data management system preferred.

**SPECIAL QUALIFICATIONS:**

- Self-directed and able to follow-up without being prompted.
- Ability and willingness to take the initiative to ensure that quality processes are in place to ensure accuracy of information.
- Ability to work with students, faculty and parents
- Superior clerical and computer skills, knowledge of PowerSchool and Microsoft Office a plus
- Advanced knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary.
- Thorough knowledge of departmental policies, procedures, and operations.
- Thorough knowledge of the principles of office management and of modern office procedures, systems and equipment such as typewriters, calculators, and word processors.
- Thorough knowledge of spreadsheet analysis, knowledge of the records and reports which must be prepared and maintained.
- Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.
- Proficiency with Microsoft Office applications including Word, Excel and Access. Ability to analyze varied functions, processes and tasks for the preparation of varied and complex records and reports.
- Ability to multi-task and work independently and unsupervised on confidential assignments, clerical tasks and with confrontational people.
- Ability to communicate both orally and in written format with employees, parents, and students.
- Possesses technical aptitude necessary to learn current and future student management applications and the integration of such software with common office applications, such as Microsoft Office.
- Ability to successfully complete District, state and other training courses relevant to the completion of job assignments.
- Ability to maintain high standards of accuracy in exercising duties.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for completion of work with little to no supervision and instruction.
- Skill in the use of general office equipment such as calculators, word processors, typewriters, computers, switchboards, etc.
- Ability to make arithmetical computation and tabulations with speed and accuracy.
- Excellent organization, time management and telephone skills.

**DIRECT ACCOUNTABILITY:**

- Reports to K-12 Principal

**SUPERVISION:**

- To maintain accurate student attendance reporting.
- No direct budgetary or supervisory responsibility.

**GOAL:**

Under general direction implements and monitors District attendance procedures.

**ACCOUNTABILITY PROCEDURES:**

The K-12 Principal will assess the effectiveness of the Data Entry Clerk annually with respect to the performance of specific responsibilities.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

Duties of the McCormick County Public Schools Data Entry Clerk include, but are not limited to, the following:

1. Performs all necessary activities related to data extraction and reporting for District, state and federal accountability and funding requirements, including but not limited to data entry, review, verification and extraction of student attendance records;
2. Maintains accurate attendance records regarding student suspensions, tardies, school make-up programs, homebound or home-based programs, and student or parent sign-in/sign-outs, etc. Maintains accurate drop-out information and assists with reporting requirements. Accurately inputs daily attendance of students and contacts parents regarding student absences as necessary;
3. Assists with attendance data requirements for District and state testing programs. Provides clerical assistance for matters related to truancy identification and intervention;
4. Participates in District-wide meetings, training activities and the distribution of appropriate information;
5. Schedule and conducts attendance intervention conferences;
6. Monitors and reports on early dismissals;
7. Assist Behavior Modification Facilitators with discipline reports and reporting;
8. Serves as a liaison between District and school level program administrators to ensure accurate, thorough, and effective use of data;
9. Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc;
10. Order, control, and/or monitor departmental supplies and equipment;
11. Handles confidential documents in an appropriate manner; maintains confidential files and records such as employee information; enters employee and/or student information to computer as assigned;
12. Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc;
13. Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc. Provides back-up to school clerical staff;
14. Answers complaints and inquiries, or refers them to appropriate persons and/or departments; interprets school District policies, rules and regulations in response to queries;
15. Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature;
16. Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc; and
17. Performs other related duties as required.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:** Develop and maintain positive school/community relations by promoting/marketing the school and its attendance priorities to the community served. Communicate school information, goals, student learning and behavior expectations to all customer groups by using effective communication techniques with students, teachers, parents and stakeholders.

**PHYSICAL REQUIREMENTS:**

Medium Work: May require exerting up to 50 pounds of pressure occasionally, Up to 20 pounds of force frequently, and /or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**OVERTIME CATEGORY:**

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

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