



Marion County Literacy Council  
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Ocala FL 34475  
(352) 690-7323 (READ)  
[www.marionliteracy.org](http://www.marionliteracy.org)  
"CHANGING LIVES ONE WORD AT A TIME"

**Job Title:** Data Entry Clerk

**Reports To:** Program Coordinator

**Employment Status:** Part Time Hourly

**Salary:** \$9.25 per hour X 25 hours per week

**Summary:**

Receives, reviews, and enters data into MATRIX computer Access database system. Ensures accuracy of all data recorded and performs database maintenance functions, support MCLC's mission, "All adult citizens of Marion County should have a resource available to help them improve their literacy skills."

**Essential Duties and Responsibilities:**

- Keep track of received data and source documents
- Prepare and sort source documents; identify and interpret data to be entered
- Communicate with preparers of source documents or student to resolve questions, inconsistencies, or missing data
- Data entry of private student information to the MATRIX system. Enter alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen, and enter necessary codes
- Confirm accuracy of data such as course numbers, days attended, dates, times, locations, and instructor
- Compare data entered with source documents, or reenter data to correct errors
- Compile, sort and verify accuracy of data to be entered
- Assure protection of the program and data by backing up system
- Consult with software programmer for troubleshooting database problems
- Assist in establishing and maintaining an effective and efficient records management system
- Generate statistical and data reports and respond to inquiries regarding entered data as requested
- Produce automated reports on request

- Contribute to a team effort and accomplish related results as required
- Maintain confidentiality of all information
- Perform general clerical duties such as answering phones, making copies, etc
- Create and maintain a social media plan i.e. Twitter, Facebook, LinkedIn, blogging, etc
- Perform other job related duties as assigned

**Competency:** To perform the job successfully the individual should demonstrate the following competencies):

- Effective time management
- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and processes i.e. EXCEL, ACCESS
- Maintain confidentiality
- Interact and maintain good working relationship with individuals of varying social and cultural backgrounds
- Ability to work independently and as a team member
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Follow instructions furnished in verbal or written format
- Ability to meet deadlines and demonstrate good attention to detail
- Detail oriented
- Possess skill in keyboarding and ten-key by touch

**Education/Experience:**

- Must have high school diploma or GED
- One year work experience in a data-entry or secretarial position or a combination of education training and experience which provides the desired knowledge , skills and abilities necessary to perform the position's essential duties and responsibilities

**Preferred Qualifications:**

- Associates degree or certificate of completion in Microsoft Certified Application Specialist
- Ability to speak and understand Spanish