

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **DATA OPERATOR**

DIVISION: Early Childhood Development

SUMMARY: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Data Operator will ensure the accurate, timely entry of data for Head Start/Early Head Start children into program database. The ideal candidate will be a detail-oriented problem solver, with strong organizational skills and the ability to communicate effectively with a wide range of individuals from diverse populations.

PURPOSE: Enters-programmatic information for Head Start and Early Head Start as required.

QUALIFICATIONS:

Education: Minimum of Associate's Degree or Certificate Program with Data Processing/Computers required.

Experience: Minimum of 2 years' experience in data entry and software systems preferred.

Skills, Abilities, and Knowledge

Knowledge of:

- Office practices, procedures, and use of equipment

Skills:

- Team building skills.
- Analytical and problem solving skills.
- Decision making skills.
- Communications skills
- Stress and Time management skills

Ability to:

- Demonstrate a pleasant telephone voice
- Install ink cartridges

REPORTS TO: Enrollment Supervisor

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Effort: Moderate physical effort (up to 30 pounds) in a primary sitting position.

Requires lifting computer hardware.

Special Demands: Some travel and potential eyestrain.

Confidential Information Used: Personnel related information, child's health/mental health information, family.
economic information, family environmental information

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Must
have dependable transportation.

Duties may include any or all the following. This list is intended to be representative.

01. Prepare, sort, and ensure accuracy of source documents for data entry
02. Reviews data for errors, missing pages, or missing information and resolves any discrepancies
03. Print photos as needed for the program
04. Responds to requests to retrieve data from the database or electronic filing system

05. Maintains a filing system and protects confidential family and child information
06. Uses basic office equipment (photocopy machine, facsimile machine, etc.)
07. Set-up virtual meetings, as necessary
08. Utilize ChildPlus database system to create custom filters to run reports as requested
09. Maintain familiarity with Microsoft Office Suites and Google
10. Maintain log and/or list of ink cartridge supply & usage and prepare purchase request, as necessary
11. Provide routine office support as needed
12. Perform other related work as required or requested

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: D**HOURLY WAGE:** \$15.84**HOURS PER WEEK:** 40
Possible non-traditional