

## **Office Assistant-Data Entry HS/EHS**

### **Purpose Statement**

The job of Office Assistant-Data Entry HS/EHS is done for the purpose/s of providing general office support to assigned supervisor; maintaining complete and accurate records; and assuming primary responsibility for assisting with the development, implementation, verification and maintenance of the other database program adopted by Head Start/Early Head Start management.

This job reports to Health Services Manager HS/EHS

### **Essential Functions**

Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Collaborates with HS/EHS management staff (e.g. specific projects relative to data software, provision of training of use of software for individual staff and small groups, etc.) for the purpose of providing necessary assistance for implementation of HS/EHS programs.

Maintains a variety of confidential and non-confidential information and records for the purpose of providing necessary history and information for HS/EHS program.

Maintains manual and electronic documents files and records (e.g. letters, forms, reports, confidential documents and records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.

Maintains database program adopted by Head Start/Early Head Start for the purpose of preparing and verifying reports for HS/EHS.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Prepares standardized documents and reports (e.g. form letters and memos, calendars, bulletins, periodic reports, etc.) for the purpose of communicating and maintaining written documentation in compliance with YCOE policies.

Resolves data program discrepancies (e.g. balancing computer output to input, providing quality control checks on user input and output, etc.) for the purpose of providing required analysis of HS/EHS data programming.

Supervises safety of children in HS/EHS program (e.g. visual supervision of children at all times, following general safety rules for classroom management, etc.) for the purpose of providing a safe environment for children.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using

pertinent software applications; preparing and maintaining accurate records; and performing necessary secretarial support functions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; office methods and practices; and specific knowledge of HS/EHS data program.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; working as part of a team; maintaining confidentiality; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; and assessing and solving any data program issues.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-Employment Health Screening  
Pre-Employment Proficiency Test

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/29/2018

**Salary Grade**

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