

Job Description for Temporary, Casual or Interim Positions

Job Title	Data Entry/File Clerk IB		
Interim Job Code	INT086	Pay Grid	Temporary
Student Work Program Job Code	WPS086	Pay Grade	Level 1

Job Summary

Performs a variety of routine tasks related to data entry, file maintenance and updating of records, in accordance with established procedures.

Accountabilities

1. Collect data from various sources such as paper documents, electronic entry systems and the telephone.
2. Conduct verify, and input data into spreadsheets and databases.
3. Format, word process, edit, and proofread a variety of documents and materials.
4. Apply standard mathematical skills such as calculations, formulas and equations to perform a variety of calculations.
5. Classify, sort, and file correspondence, records and other documents.
6. Update and maintain confidential files and records.

Qualifications

Education: 2 year Community College diploma in Office Administration or related field of study.

Experience: 1 year of relevant experience.

Working Conditions

- Typical office environment.
- Intermittent periods of standing and repetition.
- Work is completed under close supervision.

Exclusions

- Does not setup filing systems.
- Does not review data files and documents for errors or anomalies.