This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.
**Core Job Duties**

- Enter data into databases for the majority of the day.
- Collect data from various sources such as paper documents, electronic entry systems, and the telephone.
- Maintain the accuracy of all data files.
- Conduct routine verification of data entered into database.
- Identify discrepancies and errors on case report or other forms.
- Validate data by checking for missing, illegible, or invalid information.
- Conduct database searches to find discrepant data or summarize data for purposes of preparing reports.
- Review a large volume of information which may need to be screened, grouped, and summarized according to established criteria.

**Education and Experience**

- 2 year Community College diploma in Office Administration
- 1 year experience

**Supervision**

- No formal supervision of others is required.

**Core Job Duties**

- Write queries and macros using SQL, Excel, or other similar software to conduct calculations and complete basic statistical analysis.
- Design case report forms that adhere to established design and composition standards.
- Review case report forms, determine possible protocol deviations, and write amendment forms identifying these findings.
- Conduct site visits to assess the quality assurance of data.
- Participate in project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.
- Test case report forms and database capabilities and implement modifications.

**Education and Experience**

- 2 year Community College diploma in Office Administration
- 2 years experience

**Supervision**

- Ensure adherence to quality standards and procedures for short-term staff.
- Provide direction to others in how to carry out work tasks.