



## **Regional Housing Authority    JOB RECRUITMENT**

The Tlingit Haida Regional Housing Authority has a **Temporary, Full-Time** position available:

**JOB TITLE:**                                **Data Entry Technician**  
**LOCATION:**                                 Juneau, Alaska  
**SALARY:**                                 Starting at \$18.80 to \$23.15 per hour DOE

**APPLICATION PERIOD:**                        Open until filled

### **DUTIES AND RESPONSIBILITIES:**

- Receive, review, and compare documents, forms, or applications for completeness and accuracy.
- Preparing and sorting documents for data entry.
- Entering data into database software and checking to ensure the accuracy of the data that has been input.
- Resolving discrepancies in information and obtaining further information for incomplete documents.
- Respond to information requests from THRHA management.
- Takes calls during business hours for assistance from tribal partners and clients.
- Maintain accurate records and files.
- Monitor and maintain office supplies and materials.
- Assist other Tribal Services staff with special projects.
- Photocopy documents, collate, and assemble documents.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to work independently and perform clerical assignments with moderate direction.
- Ability to read, comprehend, explain, and apply written procedures.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Working knowledge of filing and record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to operate office equipment
- Ability to greet visitors, answer the phone and answer or refer incoming inquiries from the public.
- Ability to provide quality customer service.
- Ability to perform complex data entry tasks.
- Working knowledge of any database software (THRHA uses Energy Assistance Software, Elite, MS Office Suite software) and the use of computer systems.
- Ability to follow oral and written instructions.
- The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing up to 40 lbs.

**SUBMIT APPLICATIONS TO:**        THRHA 5446 Jenkins Drive, Juneau, AK;  
[www.thrha.org](http://www.thrha.org); for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000. THRHA to protect our clients and tenants and employees requires COVID-19 vaccinations for all employees.