



Regional Housing Authority

Position Description

Data Entry Technician (Juneau)

I. Summary:

The Data Entry Technician works with the Tribal Services Director and staff with entering data from various sources into cloud based information systems for processing and management. Position will efficiently manage a large amount of information that is sensitive or confidential.

II. Authority:

The Data Entry Technician reports to the Director of Tribal Services or designee.

III. 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.

IV. Required Knowledge, Abilities 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.
- **Physical Requirements of the Position:** *The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.* Mobility and ability to sit for long periods of time, keyboard, bend, reach and lift up to 40 lbs.

V. Minimum Qualifications:

- High school diploma or equivalent.

VI. Grade Level:

Grade 5
Non-exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000. COVID-19 vaccination is required to work with THRHA.

(Created 2021)