



## Orange County Head Start, Inc.

### CAREER OPPORTUNITY ERSEA Data Entry Clerk

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

As a ERSEA Data Entry Clerk for our program under general supervision of the ERSEA Manager, responsible and accountable for providing data entry support for the operation and delivery of ERSEA services. Responsible for entering and maintaining eligibility, selection and enrollment information in the agency data entry system, and ensuring that data input is accurate, complete, consistent, and in accordance with OCHS plans, policies and procedures.

**Requirements:** High School diploma or equivalent required. An AA or BA degree is preferred. A Minimum of two years data entry experience. Oral and written fluency in English and Spanish required. Math skills required. Must have strong data entry and customer service skills. Ability to type 50 wpm with accuracy. Ability to learn and adapt to new computer programs and data entry systems. Ability to work independently and in a group within a fast paced setting.

We offer a salary range of \$13.13 - \$14.14 an hour, excellent benefits, and the opportunity to serve the most vulnerable children and families in Orange County.

**Final filing date Wednesday, May 23, 2018 at 5:00 p.m.**

**Apply now to join our team! Submit an application, resume and transcripts to:  
Orange County Head Start Inc.**

2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB TITLE:** *ERSEA DATA ENTRY CLERK*

**JOB CODE:**   C  

**EXEMPTION STATUS:** NON-EXEMPT

## JOB PURPOSE SUMMARY

Under general supervision of the ERSEA Manager, responsible and accountable for providing data entry support for the operation and delivery of ERSEA services.

## ESSENTIAL JOB DUTIES

Responsible for entering and maintaining eligibility, selection and enrollment information in the agency data entry system, and ensuring that data input is accurate, complete, consistent, and in accordance with OCHS plans, policies and procedures.

Generate reports to audit accuracy and completeness of data entry, identify issues, and make corrections as needed.

Work closely with the ERSEA staff; support ongoing communication and a team environment.

Perform additional assignments and duties as assigned by the ERSEA Manager and keep him/her informed on all operations issues.

## NON-ESSENTIAL JOB DUTIES

Provide general administrative support, which includes copying, faxing, filing; drafting and typing documents, such as forms, reports, and letters, as needed.

Perform similar and incidental duties as required.

## JOB QUALIFICATIONS

**Education:** High School diploma or equivalent required.

**Experience:** Requires a minimum of two years data entry experience.

**Knowledge:** Knowledge of Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English.

**Math Skills:** Basic math skills required.

**Technical Skills:** Must have strong data entry skills. Ability to type 60 wpm with accuracy. Ability to learn and adapt to new computer programs and data entry systems.

**Reasoning Abilities:** Ability to reason and problem-solve. Ability to maintain confidentiality.

**Other Abilities:** Must be detail oriented and have excellent organizational skills. Ability to work in a team environment. Ability to manage workload and complete projects on time with minimal supervision. Excellent organizational skills. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**REPORTING RELATIONSHIPS**

Reports to the ERSEA Manager.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Frequent contact with Community Outreach Advocates and ERSEA Specialist.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in an office environment, as well as periodic offsite trainings.

**PHYSICAL DEMANDS**

Typically requires sitting for periods of time or sitting in front of a computer.

PRINT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_