**AFFIRMATIVE EMPLOYMENT DIVISION**

**Job Description**

**Job Title:** Data Entry Operator

**Division:** Affirmative Employment Division

**Department:** Data Entry

**Reports To:** Data Entry Manager, Data Entry Director or DE Lead

**Prepared By:** Human Resources/Director Data Entry

**Prepared Date:** June 15, 1995

**Revised Date:** August 21, 2013

**Approved By:** President

**Approved Date:** August 21, 2013

**SUMMARY**

Key Data Entry work into computer system.

**CUSTOMER SERVICE**

Customer Service is the primary element of this position. The internal customers to be served include your immediate coworkers and all other employees of the organization. The external customers to be served include all clients/consumers of the organization and all members of the communities we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Follow and enforce (if applicable) all organizational rules, policies, and procedures.

Perform Imaging work as assigned.

Perform Transcription work as assigned.

Enter and verify work as assigned.

Verify work as defined.

Maintain work and work area in neat and efficient order.

Maintain confidentiality regarding clients, staff, and information on data entry forms.

**NONESSENTIAL DUTIES** Other job-related duties as assigned

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**BRIDGEWAY EMPLOYMENT REQUIREMENTS** Employment is conditional upon passing all required background checks. Blood Borne Pathogen Training is an annual required training.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES**

The following performance standards will be required upon completion of training period:

1. Minimum keystroke per hour (ksph) on Key entry work, per the standards

2. Performance error rate within acceptable contract limits on all documents (.002% and under is acceptable)