



POSITION: DATA ENTRY TECHNICIAN
PROGRAM: ENERGY & ENVIRONMENTAL SERVICES (EES) DEPARTMENT
REPORTS TO: WEATHERIZATION (WX) PROGRAM SUPERVISOR
STATUS: FULL-TIME (Limited term until May 31, 2018)
RATE OF PAY: \$15.01 PER HR.
APPLY BY: OPEN UNTIL FILLED

POSITION SUMMARY

Under supervision, reviews weatherization production sheet information; bills completed measures and is responsible for data entry in Hancock and Web based databases via computer for the Low Income Weatherization Program (LIWP) Region 3. Maintains invoices and files. Creates work orders for Subcontractors. Prepares weekly draft reports to track progress of production and billing. Completes a variety of program and/or administrative support functions for the Energy & Environmental Services Department. **A test will be given to determine computer literacy and data entry proficiency. Must pass all tests to be considered for interview.**

DUTIES & RESPONSIBILITIES

1. Enters job production data tracking weatherization measures, labor and/or materials via computer entry in web-based and in-house data bases (Hancock and MarketSharp) from a variety of data sources (invoices, workorders, production sheets, reports, client files, etc.
2. Reviews client enrollment and production sheet; creates workorders; reconciles manual information with computer generated invoices; makes appropriate corrections when errors are identified.
3. Monitors transactions, records and client reports for duplications. Reports discrepancies/errors to management.
3. Assists with scheduling field staff work; prepares invoices, sub-work, and various billing/financial progress reports.
4. Sorts, prepares and maintains a client files using various filing systems for easy storage and retrieval.
5. Completes various forms of client contact, supplier and/or vendor correspondence including letters and reports.
6. Maintains workorder information, client records and files. Prepares statistical reports in accordance with pre-determined forms and procedures. Completes and submits financial reports error free and in a timely manner.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS

APPLICANT MUST HAVE THE ABILITY TO:

1. Demonstrate a clear, concise and effective command of the English language, both oral and written. If bilingual, must be able to translate orally and in writing.
2. Post job measures using mathematical and computer skills sufficient to job cost from forms to computer data for invoices or reports. Assist with weatherization inventory ordering, restock and risk management when needed.
3. Proficiency with various levels of Microsoft Office suite: WORD, EXCEL, POWERPOINT and ACCESS, Windows and Internet Web based applications. **A test will be given to determine computer literacy and data entry proficiency.**
4. Key punch data by touch at a rapid rate with accuracy; operate a 10-key calculator or computer keyboard by touch.
5. Apply basic math skills (addition, subtraction, multiplication, percentage and division) to accurately complete reports.
6. Complete records and reports in a timely and accurate manner required by contract and/or funding source.
7. Understand and follow general and specific oral and/or written directions.
8. Demonstrate rapport and appropriate behavior with colleagues, clients, vendors and other public entities.

9. Bilingual: Fluent in English and another language is desirable.

10. Lift forty (40) pounds (boxes, paper goods, materials).

EDUCATION & EXPERIENCE

Required: High school diploma or equivalent and one year experience with data entry in accounting, construction, weatherization or a related field. College level math or accounting coursework is highly desirable.

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at hr@capoc.org or visit www.capoc.org to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete application will not be considered.** Facsimile (Fax) copies at (714) 894-5404.

MEDICAL EXAMINATION

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged to Apply

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** - Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

Updated: 07/2017 & Posted: 9/1/17
File:DataEntryTech-493

Community Action Partnership of O.C. 11870 Monarch Street Garden Grove, CA 92841
