

NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Data Entry Clerk	Date in Effect:	July 24, 2013
Department:	Technical Services	Reports To:	Director, Technical Services
Term:	6 month fixed term	Salary:	\$35-\$50/hour

II. Purpose of Position

Reporting to the Director, Technical Services, the Data Entry Clerk assists in the population and maintenance of NIRB's database(s) by entering historical and new project specific and/or other administrative information.

III. Essential Duties and Responsibilities

1. Scan and maintain both electronic and paper files associated with projects and general correspondence.
2. Assist with filing of incoming and outgoing correspondence and information associated with projects.
3. Prepare source data for computer entry by compiling and sorting information; establishing entry priorities.
4. Process project specific documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the Supervisor or Director for resolution.
5. Maintain data entry requirements by following established data program techniques and procedures.
6. Verify entered data by reviewing, correcting, deleting, or reentering data; searching for and including data from various sources when information is incomplete; purging files to eliminate duplication of data.
7. Test system changes and upgrades by inputting new data; reviewing output.
8. Secure information by completing database backups.
9. Maintain operations by following policies and procedures; reporting needed changes.
10. Maintain and protect operations by keeping information confidential.
11. Contribute to team effort by accomplishing related results as needed.

IV. Other Duties and Responsibilities

1. Provide administrative support to NIRB Board and staff as requested and directed.
2. Participate in training and development activities to enhance work place skills and knowledge.
3. Organize library documents and publications, as required.
4. Organize map inventory, digital and paper, as required.

IV. Qualifications

- Knowledge, Skills & Ability:**
- Experience in database software and electronic filing systems considered an asset.
 - Demonstrate an understanding of complex filing systems.
 - Manage and organize large amounts of information.
 - Excellent typing and data entry skills.
 - Excellent attention to detail and thoroughness.
 - Ability to work independently and also as an active member of a team.
 - Familiarity with Microsoft Office programs: Word, Outlook, Excel and Access.
 - Excellent communication skills, both written and verbal are required.
 - Excellent organizational skills.
 - Knowledge of Inuktitut/Inuinnaqtun would be an asset.
- Education:**
- High School Diploma or equivalent.
- Experience:**
- 1 or more year experience in an office administration setting or similar experience would be considered an asset.
 - Experience with data entry, filing, database use and management.

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long hours
- Able to work extended periods while seated at a computer

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines
- Steady, routine, and repetitive tasks to be undertaken daily