NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

DATA ENTRY TECHNICIAN- CEU UNIT

DATE POSTED: AUGUST 11, 2015   APPLICATION DEADLINE: August 31, 2015

Position No. / Range:	9124/ 44.00	**Union Status:**	Non-Union
Starting Pay Range:	$15.43 per hour - $17.03 per hour	**Status/ Hours:**	Full-time/ Non- Exempt
Hours of Work:	Monday- Friday: 7:30 am- 4:30 pm	**No. of Weeks:**	50
Location:	841 S. 41st St., San Diego, CA 92113	**Dept. /Program:**	HS Central Enrollment Unit

Basic Job Assignment:

Under the direction of the Enrollment Director the Data Entry Technician operates a data entry device to record or verify a variety of standard and / or complex coded or un-coded business and statistical source data into a computer. Performs computer entry and verifies a variety of data in appropriate formats. Tracks and verifies quality of data entry from all sources; resolves data problems.

Employment Requirements:

The ideal candidate will have extensive knowledge of and experience in: Office administration practices and procedures; Principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation; NHA organization, rules, policies and procedures applicable to the section's operations; Word processing, spreadsheet other standard business software; Record keeping, filing and purchasing practices and procedures; Records management practices and procedures; Federal, state and local laws and regulations applicable to the Head Start program and the assigned areas of responsibility and expertise; Head Start Program Performance Standards; goals, objectives, policies and procedures of the NHA Head Start program;. The ideal candidate will also have the ability to: Operate a computer terminal and / or computer using word processing, spreadsheet, database and other standard business software; Type accurately at a speed necessary to meet the requirements of the position; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Interpret, apply, explain and reach sound decisions in accordance with policies and procedures; Organize and maintain office and specialized files; Compose routine correspondence from brief instructions; Communicate clearly and effectively orally and in writing; Understand and follow written and oral instructions; Prepare clear, accurate and concise records and reports; Use tact and discretion in dealing with sensitive situations and concerned individuals; Establish and maintain effective working relationships with NHA staff and others encountered in the course of work; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with volunteers, parents and staff; Establish and maintain effective working relationships with clients, other professional staff and the public; Communicate effectively with people of various educational, socio-economic and cultural backgrounds; In addition, the candidate should possess a professional presence, excellent business acumen, be approachable and committed to creating an open and customer focused department, be a collaborative, clear thinker, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations and demonstrate cultural competence, awareness, and sensitivity.

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Qualifications:

- Requires a high school diploma (or its equivalent) **_AND_**
- A minimum of three (3) years of experience in the field of data entry/computer records management or in a related data input work environment; must demonstrate accuracy, thoroughness and neatness.
- Ability to effectively present information and respond to questions in English from groups of managers, clients, customers, and the general public; demonstrated skills in written and oral communication.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Valid California Driver's License;
- Must meet and maintain State law and County licensing requirements regarding employment in a child care center (Fingerprints, TB, and Physical).

Examples of Essential Functions:

- Logs and codes data according to prescribed standards;
- Inputs data into the online PROMIS computer database system;
- Verifies recorded information to ensure accuracy and completeness of data;
- Identifies and corrects errors;
- Updates files and records;
- Operates IBM compatible Personal computers and associated office equipment;
- Assembles, batches, and distributes data;
- Performs additional functions incidental to data entry activities.

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SUPPLEMENTAL QUESTIONS

1. How many words do you type per minute?   WPM: _____

2. Are you able to provide a typing certificate dated within the last 12 months?   ☐ **Yes**   ☐ **No**

3. Please describe your level of proficiency using computers and various software programs. Reference the attached *Computer Skills: Level of Proficiency Guide.*

Microsoft Word	☐ Basic	☐ Intermediate	☐ Advanced
Microsoft Excel	☐ Basic	☐ Intermediate	☐ Advanced
Microsoft PowerPoint	☐ Basic	☐ Intermediate	☐ Advanced
Other: _____	☐ Basic	☐ Intermediate	☐ Advanced
Other: _____	☐ Basic	☐ Intermediate	☐ Advanced

Computer Skills: Level of Proficiency Guide

Because of the continually increasing use of computers in our daily communications and work, the knowledge of computer systems and the ability to work with word processing, data management, and spreadsheet and data analysis programs have become essential requirements for many positions with the Neighborhood House Association. The degree of knowledge and proficiency required varies from one position to another based on the tasks and duties involved.

To assist managers in determining the level of proficiency necessary to perform adequately in positions within their respective departments, we have developed descriptions for the different degrees of familiarity with and of ability to use computer systems and programs. Three levels of proficiency have been defined: basic, intermediate, and advanced. These levels reflect the standard steps in the acquisition and development of computer skills.

	LEVELS	SKILLS
MICROSOFT WORD	**BASIC** This level of skills is sufficient to perform daily word processing tasks, such as producing routine letters, memorandums, & informal reports. A person at this level is able to use basic formatting, editing, printing functions, & understands the document page setup.	The person has the skills to • Create a new document, enter text, & save it. • Open & edit existing documents. • Navigate in a document & perform a search. • Select & move text. • Format characters & paragraphs; work with tabs, indents, margins, lists, breaks, spacing. • Use AutoCorrect & Help tools. • Create & edit tables; Control page & document appearance. • Print documents, envelopes, & labels.

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Intermediate This skill level is necessary in order to use & create a variety of templates, complex tables, merges; manage table data, sort & filter merges, & perform basic work with existing Macros. A person at this level is able to customize toolbars, import & insert graphs, embed Excel data, & elaborate reports.	The person has the skills to • Work with sections, create templates, use & customize styles. • Create & format complex tables, & manage table data. • Create Mail Merges, sort & filter them. • Customize Toolbars. • Insert graphic elements. • Run & record Macros. • Create a Web Page based on a template & add hyperlinks.
Advanced This skill level is required in order to produce large, complex, formal documents that require a table of contents, footnotes, endnotes, bookmarks, & other elements. A person at this level is able to use & create a wide range of graphic effects; has full mastery of Macro commands.	The person has the skills to • Work with advanced styles, AutoFormat features, & linking styles. • Use graphic effects such as dropped capital letters & clip art, insert WordArt, & draw in a document. • Manage/ track document changes, using highlights & comments. • Insert multimedia elements in a Web Page. • Manage Macro commands, create dialogue boxes, & understand the notions of Visual Basic Application programming.

NEIGHBORHOOD HOUSE ASSOCIATION

JOB ANNOUNCEMENT

	LEVELS	SKILLS
MICROSOFT EXCEL	**Basic** This skill level is required to perform tasks/work with data in worksheets. A person at this level is able to enter & correct data, modify a workbook, format worksheets, & use printing functions.	The person has the skills to • Open files; use page setup; Enter, correct, & save data. • Use the menu commands; Format cells, rows, and columns. • Understand navigation/movement techniques, & access Help • Use simple arithmetic functions in the formulas. • Modify a database & insert data from another application. • Print worksheets & workbooks.
	Intermediate This skill level is required to work with multiple worksheets; filter data, use integrate functions, & manipulate databases. A person at this level understands the concepts of databases, is able to work with charts, & use the list management capabilities of Excel.	The person has the skills to • Create, modify, and format charts. • Use graphic objects to enhance worksheets & charts. • Filter data and manage a filtered list. • Perform multiple-level sorting & use design considerations. • Use mathematical, logical, statistical, & financial functions. • Group & dissociate data & perform interactive analysis. • Create & modify some Macro commands.
	Advanced This skill level is required to use advanced techniques for analyzing & manipulating data in Excel. A person at this level is able to automate some operations, manage Macro commands, & create MS Excel applications.	The person has the skills to • Customize the work area. • Use advanced functions (Names, VLOOKUP, IF, IS). • Work with Pivot Tables. • Use spreadsheet Web components. • Manage Macro commands: concepts, planning, operations, execution, modification, interruption. • Use personalized toolbars & perform some programming in VBA.
MICROSOFT POWERPOINT	**Basic** This level of skills is required to create a simple presentation in PowerPoint, run it, and print it.	The person has the skills to • Create title and bullet slides; Create Slides in Outline view. • Modify slide text and check spelling. • Select a template; Insert a table; Edit a Column Chart. • Work with text, drawn objects, and drawing tools. • Use ClipArt and WordArt. • Create an Organization Chart and use options. • Change text and bullets in the Slide Master & remove objects. • Use Slide Show options; add transitions & animation. • Run a manual & an animated Slide Show. • Work with Notes & print a presentation.
	Intermediate & Advanced This skill level is required to customize templates & the PowerPoint environment, & to make a presentation interactive by using hyperlinks & action buttons.	The person has the skills to • Create a template & work with a Design template. • Work with graphics, animation, & multimedia, insert movies & sound. • Work with the Office Suite to create slides from an outline & send slides to Microsoft Word. • Customize PowerPoint toolbars & automate the slide production. • Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, & using the Meeting Minder.

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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: **recruiting@neighborhoodhouse.org.**

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.