



## Volunteer Data Entry Clerk Position Description

**Title:** Data Entry Clerk

**Purpose:** To provide an accurate record of volunteer participation, number of events and resident attendance used to measure effectiveness and outcomes.

**Job Brief:** The position of Data Entry Clerk serves to transfer data from paper documents into computer files or database systems. The candidate will be comfortable with computers, fax machines, copy machines, keen eye for detail and handling of confidential information.

**Location:** Culpepper Garden, Administrative Offices

### Key Responsibilities

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly correctly
- Enter large numbers of figures into spreadsheets without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Sort and organize paperwork after entering data to ensure it is not lost

### Requirements

- Good typing skills and knowledge of touch typing system
- Working knowledge of office equipment, fax and copying
- Basic understanding of databases
- Good command of English both oral and written
- Good customer service skills
- Great attention to details

**Contact:** Deborah Madden at 703-528-0162 or [dmadden@culpeppergarden.org](mailto:dmadden@culpeppergarden.org)