



POSITION DESCRIPTION

Position Title:	Energy Data Entry Clerk (Temp)
Department:	LIHEAP
Division:	Program Operations
Office Location:	Covington Highway
Supervisor's Title:	Energy Coordinator
Primary Contacts:	LIHEAP Clients
Travel Requirements:	N/A
Primary Work Environment:	Office Environment

Position Objectives:

The Energy Data Entry Clerk is responsible for entering Low Income Home Energy Assistance Program (LIHEAP) client applications into the computer. The Energy Data Entry Clerk must be able to maintain client confidentiality.

Essential Job Functions: Core Job duties and responsibilities. Other duties may be assigned.

- Enter all LIHEAP applications into the system correctly.
- After each application is entered into the sub system they must be stamped and signed.
- Keep records of all voids.
- Keep records of all error corrections.
- Maintain confidentiality.
- All applications must be keyed, stamped, and initialed, while still kept in their batches.
- A Fund Availability report must be submitted to the Program Coordinator and all other proper officials daily.
- All crisis applications must have a voucher printed.
- All batches must be assigned each week.
- Must be willing to perform other duties as assigned by the Program Coordinator.

Knowledge, Skills, and Abilities (KSA's) Requirements:

- High School diploma or equivalent
- Minimum 1 year office experience.
- Professional demeanor.

- Outstanding interpersonal skills.
- Excellent oral and written communication skills.
- Must have the ability to exercise sound judgement, open communication, and courtesy in performing assigned duties.
- Must exercise confidentiality with client information.
- Must be task oriented and able to meet day to day program goals.
- Organization and an eye for detail is a must.
- Must type a minimum of 50 wpm with minimal errors.
- Ability to work effectively and harmoniously with other staff members. And hold the agency in high regard.

Physical Demands:

The physical demands listed 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 as defined in the ADA to perform the essential job functions.

While performing the duties of this job, the employee is required to have certain physical abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stopping, pushing, pulling, lifting (up to 25lbs) using hands to fingers, handling, or feeling objects, tools, or controls, talking, and hearing. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Signatures:

Employee

Supervisor

Division Head

Human Resources Manager