



## ANNOUNCEMENT OF OPEN POSITION

POSTED INTERNALLY:  
NOVEMBER 13, 2018

**POSITION:** DATA ENTRY CLERK (PART-TIME / TEMPORARY)  
**LOCATION:** SHOPPINGTOWN MALL  
**RESPONSIBLE TO:** EITC PROJECT MANAGER  
**PAY RATE:** \$11.10 per hour  
**SCHEDULED WEEKS:** Seasonal: JANUARY 2<sup>nd</sup> – APRIL 13<sup>th</sup>

### **QUALIFICATIONS:**

- Ability to organize and maintain data in Earned Income Tax Credit (EITC) Tax Preparation Program database system.
- Requires High School Diploma or GED, plus a minimum of 12 months data entry experience .
- Requires the ability to work with all levels of staff and good interpersonal skills.
- Must demonstrate ability to work independently and must be comfortable in a training environment.
- Intermediate knowledge of database, internet and email systems is required.
- A valid NYS driver license and reliable transportation is also required.

### **RESPONSIBILITIES:**

1. Enter and revise information into the EITC database system.
2. Run all necessary reports in the EITC database system.
3. Review and analyze data for correctness. Follow-up on missing or incorrect information.
4. Assist EITC Project Manager as directed.
5. Maintain confidentiality of all agency data.
6. Perform all other duties as directed.

### **HOURS:**

Saturdays and Tuesdays 10:00am to 6:00pm; Wednesdays and Thursdays 11:00am to 7:00pm

*EOE/AA/M/F/D/V*