

DATA ENTRY/ CLERK TYPIST SPECIALIST

SUMMER FOOD SERVICE PROGRAM (SFSP) New Jersey State Department of Agriculture

Definition:

Under the direction of the unit Coordinator in the Summer Food Service Program, Division of Food and Nutrition, New Jersey Department of Agriculture, types, and also performs routine, repetitive, clerical work of a varied nature; uses an alphanumeric keyboard to transcribe data from source documents into a computer; updates, edits, retrieves, verifies and correct data in accord with appropriate procedures and documentation; does other related duties as required.

Examples of Work:

Types reports, correspondence, memoranda, charts, forms, contracts, specifications and legal documents. Composes and types simple correspondence. Prepares and keeps records. Addresses, stamps and mails unit's correspondence. Sorts and files letters, forms and documents. Gives information according to unit's guidance by telephone. Answers the telephone and takes messages accurately. Assists in locating and compiling data for reports. Compiles and tabulates simple numerical data. Maintains essential records and files. Operates office machines and equipment, commonly used duplicating machines, and adding machines as required. Receives detailed written and/or oral instructions on procedures and methods in using coded source documents and/or special keying information to properly key in data. Visually scans source documents for specific information such as dates, agreement numbers and sponsor data to enter the appropriate data into the terminal. Responds to display screen inquiries by following prescribed procedures and methods as provided by format to enter, update, or retrieve specific data for assignments. Verifies data that has been entered by sight checking the screen and correcting any error, or by rekeying the data from source documents and correcting any entries that do not match to ensure accuracy of input. Detects hardware malfunctions and notifies Supervisor.

NOTE:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

SPECIAL NOTE:

Applicants with proficiency in all Microsoft Applications preferred.

Minimum Requirements

Education

Completion of 30 semester hour credits of study from an accredited college or university in sociology, community development, social services, nutrition or related field. The completion of a State approved business school may be substituted for the college requirement. Documentation and verification (official transcript, diploma) required.

NOTE:

Official transcript and diploma are required for interview.

Experience

A minimum of one year in secretarial and/or clerical work experience or social services activities or community work.

License

N/A

Availability

Must be available from May 16, 2016 thru September 2, 2016.

Conditions of Employment

Staff will report to the office (Trenton) five days a week. Candidates are expected to work a minimum of 7 hours per day (on occasion longer hours).

Pay Rate

Starting \$13.00 per hour

Fax resume and a letter of interest to Stephanie Sutton-Page, Acting Coordinator, SFSP, at 609-984-0878, no later than:

Friday, April 15, 2016