

JOB DESCRIPTION

JOB TITLE: DATA ENTRY CLERK (PART-TIME)
DEPARTMENT: DEVELOPMENT OFFICE
ACCOUNTABILITY: DIRECTOR OF DEVELOPMENT & MARKETING
FUNCTION: DATA ENTRY & DATABASE MANAGEMENT
SALARY: \$12.00 PER HOUR (*16 hours per week*)

Resumes along with completed PSPCA job application should be emailed to ceo@placerspca.org

DUTIES AND RESPONSIBILITIES:

1. Maintains customer and donor information records in an accurate manner.*
2. Prepares source data for computer entry by compiling and sorting information; working with Director of Development on establishing entry priorities. *
3. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the Director of Development for resolution. *
4. Enters customer and donor data into the organization database (Blackbaud's Raiser's Edge) and generates thank you letters using mail merge.*
5. Verifies constituent data by reviewing, correcting, deleting, or reentering records; merging records when needed and purging files to eliminate duplication of data. *
6. Prepares mailing lists for donor appeals and newsletter mailings at the direction of the Director of Development.*
7. Secures information by completing data base backups.*
8. Maintains operations by following policies and procedures; suggesting changes to protocol to enhance efficiency.*
9. Maintains customer confidence and protects operations by keeping information confidential.*
10. Contributes to team effort by accomplishing related results as needed.*
11. Reports to work regularly and on time.*

***=Essential Functions of the Job**

QUALIFICATIONS:

1. High school graduate or GED equivalent.
2. Two years of previous data entry experience and proficiency with Microsoft Outlook, Word and Excel.
3. Skilled in typing, data entry, filing, 10 key, record keeping, writing and basic secretarial skills.
4. Ability to multi-task and strong organizational skills.

5. Exhibits strong attention to detail, ability to analyze information and is results driven.
6. Proficiency with donor or customer relationship software programs (*Raiser's Edge proficiency a plus*).
7. A basic working knowledge of common office equipment.
8. Must be able to work independently and be self-motivated.
9. Ability to work well with the public, fellow employees, volunteers and Board of Directors.
10. Must be in good physical and mental health.
11. Allergic condition which would be aggravated through exposure or contact with animals is a disqualification.
12. Valid California drivers license with a good driving history.

WORKING CONDITIONS:

1. Salary of \$12.00 per hour to start with incremental merit adjustments consistent with current shelter policy.
2. Part-time variable hours (16 hours per week), possibly weekends and intermittent overtime.
3. Compliance with the current PSPCA Employee Policy Manual.
4. Be able to deal with an often times emotion-charged public and carry a fast paced and changing work load which at times can be stressful.
5. Occasional exposure with dead, sick, injured, unruly, vicious and/or dangerous animals...in addition to exposure to parasites and infectious diseases.
6. Willingness to attend training programs to upgrade skill levels.
7. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, stoop, kneel, crouch and sit.

The Placer SPCA is an equal opportunity employer.

THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

I understand the qualifications as described above for the Data Entry position and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE: _____

EMPLOYEE ACKNOWLEDGEMENT

Revised 3/16