

Valley Oak Children's Services
Job Description

Job Title: Data Entry Clerk
Department: Childcare Payment Program
Reports to: Childcare Payment Director
Grade: 2
Classification: Non-exempt/hourly

Approved by Board of Directors:

VOCS Employee Responsibilities include actively supporting the Agency mission, vision and values and becoming familiar with all programs operated by Valley Oak Children's Services.

Essential Duties and Responsibilities include the following: Knowledge of the following procedures: enrollment, certification, updating and termination processes for subsidized childcare programs.

- Enter certificates into NoHo accurately and in a timely manner
- Print and mail certificates each month.
- Assist with Child Care Payment Program certificate payment processing.
- Provide general support to VOCS clients and staff.
- Assist with reimbursement compliance.
- Provide support services to staff as directed.
- Accurately perform computer input, typing and filing for Childcare Payment programs.
- Provide appropriate VOCS representation in various workshops and meetings.
- Operate NoHo, Outlook and Microsoft programs.
- Assist with data entry and updating client and/or provider information, as needed.
- Must demonstrate strong interpersonal and time management skills.
- Interact with the public, clients, providers and agency staff with excellent customer service.
- Provide technical assistance and support services to parents and providers and demonstrate good customer service as needed.
- Other duties as assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Excellent office skills as well as computer knowledge and input ability.
- Proven communication skills in dealing with coworkers and community members.
- Strong knowledge of Microsoft products including Outlook, Excel and Word software.
- Ability to maintain confidentiality of information acquired in the performance of duties.
- Able to work as a team member and take directions as well as the ability to take responsibility and make appropriate decisions.
- Must be detail oriented.
- Able to read, write and speak English.
- Basic arithmetic and computation skills.
- Able to prioritize and demonstrate strong problem solving skills.

Education and Experience:

- A.A. in related area preferred. Two years of related experience may be substituted for 1 year of education.
- **Certificates, Registration, Licenses:** A valid California driver's license is required. Vehicle liability insurance is required per the State of California. This requires dependable transportation.