VISTA UNIFIED SCHOOL DISTRICT
DATA ENTRY CLERK

Purpose Statement
The purpose of a Data Entry Clerk is to provide support to the child nutrition services program with the specific responsibility for processing and monitoring a variety of data; serve as a technical resource for the nutrition services point of sale program; provide support to department administrators; monitor assigned activities.

This job reports to the Director of Child Nutrition Services.

Essential Functions
- Assists with reconciling account balances for assigned accounts (e.g., cash deposits, change funds, coding invoices, coding A/P invoices, checks returned for non-sufficient funds, etc.) for the purpose of maintaining accurate account balances.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with administrative personnel for the purpose of supporting them in the achievement of department, program, and district goals.
- Compiles data from a wide variety of sources for the purpose of ensuring compliance with established policies, procedures, and federal and state guidelines, and/or monitoring program components.
- Informs supervisor and staff regarding procedures and/or status of projects for the purpose of providing information for making decisions, taking appropriate action, and/or complying with established guidelines.
- Maintains a variety of manual and electronic documents, files, and records (e.g., free and reduced meal applications, student meal account balances, student eligibility, etc.) for the purpose of providing an up to date reference and audit trail.
- Monitors a variety of activities (e.g., account balances, meal counts, monthly reports, point of sale systems, production records, supper records, grace periods, etc.) for the purpose of achieving goals, meeting target dates, conveying information, and/or complying with established guidelines.
- Performs general clerical functions (e.g., scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Prepares a variety of documents (e.g., correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes data from a variety of sources (e.g., free and reduced meal applications, direct certification, migrant, Mckinney vento, etc.) for the purpose of processing and disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Requests supplies and materials for the purpose of maintaining availability of required items.
- Researches a variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g., staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Trains assigned personnel on software, procedures, and related services for the purpose of providing direction and developing professional skills.
Other Functions

- Performs the duties of a Child Nutrition Services Assistant as needed for the purpose of ensuring that assignments are covered, meeting District and program guidelines, and adhering to appropriate federal, state, and local laws and regulations related to child nutrition services programs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- basic accounting principles;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern office practices and procedures;
- operating standard office equipment including utilizing pertinent software applications;
- recordkeeping and record retention practices;
- safety practices and procedures;

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
• working with detailed information/data;
• working with frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.
Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent graduation from high school supplemented by coursework in accounting, data entry, and/or technology and three years of data entry experience.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing
For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses
Obtain Food Handler Certification accredited by the American National Standards Institute (ANSI) within thirty (30) days of employment and maintain certification throughout the life of employment.

Continuing Educ. / Training
Complete a minimum of six (6) hours of Professional Development annually, related to school nutrition as determined by the United States Department of Agriculture (USDA).

Clearances
Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

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Non-Exempt Revised: 05/21/2019 Classified, Range 40