

## **RICHARD ROBERTS MINISTRIES**

**TITLE:** Data Entry Clerk

**REPORTS TO:** Mail Processing Director and/or Assistant Director

**DEPARTMENT:** Mail Processing

**EMPLOYMENT STATUS:** Part-time

**FLSA STATUS:** Hourly/Non-Exempt

**POSITION SUMMARY:** Read and record communications received via mail, e-mail, telephone or voice mail. Input and update various types of info in partner data base records to create response communications and product orders.

### **ESSENTIAL FUNCTIONS:**

1. Read, analyze and decipher handwriting in partner mail.
2. Accurately post donations, pledges, product orders, and prayer requests.
3. Search to see if partners are on the database, if not add partner to database. Change address and give status if needed. Ensure batch is in balance. Determine if special handling is needed.
4. Meet production goals consistently.
5. Assist with mail opening and donation verification for banking. Scan check deposits and enter credit card transactions as needed.
6. May be required to drive to pick up mail from local post office on occasion.
7. Other tasks as assigned.

**EDUCATION, CERTIFICATIONS AND SPECIALIZED TRAINING:** High school diploma or GED

**EXPERIENCE REQUIRED:** Six months minimum clerical experience and data entry experience preferred.

**JOB SPECIFIC SKILLS AND KNOWLEDGE:** Minimum of 40 wpm keyboard speed with high accuracy. Knowledge of Microsoft Word and Excel. Must be able to read for comprehension of recall data. Ability to memorize and recall alpha/numeric codes and procedures is required. Must maintain confidentiality of all info at all times. Must be detail-oriented, perform well under pressure, and meet required production goals.

**PHYSICAL REQUIREMENTS:** Will include but not be limited to: sitting, standing, walking, climbing stairs, bending, stooping, kneeling, reaching, repetitive motion, using equipment requiring manual dexterity (10-key and/or computer), lifting up to 25 lbs on occasion. Must

possess good visual ability to read handwritten and typed documents, as well as computer monitor. Good hearing need for voice-mail processing. Must be able to read and write.

**WORKING CONDITIONS:** Indoors, in a temperature-controlled office environment, working either independently or within groups of people. Work performed primarily seated.

**MENTAL AND EMOTIONAL REQUIREMENTS:** Must possess logical mental clarity and ability to reason for the purpose of various detailed tasks. Must be capable of working harmoniously within a diverse group of individuals, whether co-workers or partners. Must be able to understand, read and carry out verbal or written instruction. Must possess calm capabilities to multi-task and maintain deadlines in a sometimes fast-paced environment. Must be able to perform functions cooperatively, whether directed independently or as a team.

**HOURS OF WORK AND ATTENDANCE:** Part-time, scheduled hours worked Monday – Friday, within time frame of 7:30 AM - 4:00 PM.

**REQUIRES THE FOLLOWING BACKGROUND**

**CHECK(S):**

☒ Criminal    ☒ Credit    ☒ MVR

**TRAVEL:**

☐ Is Required    ☒ Is Not Required

**LIFESTYLE:** Must adhere to the Code of Honor for Richard Roberts Ministries.

**NOTE:** This description is to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration to describe duties does not prohibit the assigning of additional duties that may be similar in kind or in difficulty as needed. All employees could be required to perform tasks not listed on this description.