



# Example of Data Clerk Job Description

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Our growing company is hiring for a data clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data clerk

- Enters and updates information into computer programs or databases
- Assesses files to determine what information needs to be entered and the appropriate location for entry
- Prepares source data for entry by compiling and sorting information and establishes entry priorities
- Position will receive direction and support
- Prioritizes and batches material for data entry
- Completes information analysis for procedures and reports
- Performs processing, updating and data entry for project specific flood insurance applications and claims documents
- Review documents and index to correct policy and or agent identification number
- Perform research to verify policyholders within database
- Perform export of documents in database

## Qualifications for data clerk

- Usual office equipment including computer, calculator, telephone, fax, and copier
- 1 year of Office/Clerical experience is required
- Ability to type 8,000 keystrokes (will be tested!)
- Ability to work independently and also in a team setting
- Previous clinical data entry is preferred
- Able to take a data entry speed and accuracy 1-minute test (if you have

