BARNSTABLE COUNTY JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title: SHINE Data Entry</th>
<th>Classification: Barnstable County</th>
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<tbody>
<tr>
<td>Department: Human Services</td>
<td>Grade: N/A</td>
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<tr>
<td>Reports to: Director</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Effective Date: February 2019</td>
<td>Union Status: Non-represented</td>
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**Definition**
Administrative work providing data entry to the Human Services Department, Serving the Health Insurance Needs of Everyone (SHINE) program during Medicare annual enrollment period starting in October and running through December; all other related work, as required.

**Supervision**
Works under the supervision of the SHINE Program Manager.

Employee operates independently and receives instructions on general strategies and guidelines and specific assignments; work assignment is reviewed by the evaluation of work products and feedback from staff or clients.

**Job Environment**
Work is generally performed in typical office conditions, with frequent interruptions and requests for information, often on the telephone. May be required to attend specific training and meetings on occasion.

Operates computer and standard office machines, such as photocopier, facsimile machine.

**Essential Functions**
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- verifies information and enters data into a national database using standard data entry procedures during Medicare annual enrollment period;
- Operates keyboard or other data entry device to enter data into computer
- Enters alphabetic, numeric, or symbolic data from source documents into computer, using a keyboard
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors/missing information
- Communicates with Program Manager and/ or Director of Human Services on a regular basis
- May have to decipher handwriting or garbled client contact sheets
- Deletes incorrectly entered data, and re-enters correct data
- Compile, sort, and verify accuracy of data to be entered
- Check completed work for errors or duplicate information before submitting the final product
- Keep record of work completed.

Performs similar or related work as required, directed, or as the situation dictates.
Recommended Minimum Qualifications

**Education and Experience.** Minimum high school graduate and one-year experience, familiar with Microsoft, ability to enter data accurately at a given speed.

**Knowledge, Ability and Skill**

*Knowledge and Skills.* Accuracy, strong typing, analytical and computer skills.

*Ability.* Ability to meet deadlines, multitask, use judgment, and utilize strong decision-making skills. Ability to learn codes.

Physical Requirements

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required. May be required to move/transport up to 25 pounds such as boxes and books. Ability to operate a keyboard and standard office equipment. Operates automobile to perform County-wide travel to transact business.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change*