

WILLIAMS SOIL & WATER CONSERVATION DISTRICT  
POSITION DESCRIPTION

TITLE: H2OHIO DATA ENTRY SPECIALIST

INTRODUCTION: This is a grant-based position for a data entry operator responsible for performing data entry duties for the H2Oho program with the Williams Soil and Water Conservation District (SWCD).

DUTIES & RESPONSIBILITIES:

1. Serves as data entry operator for the District H2Ohio program.
  - a. Processes customer and account source documents by reviewing data for deficiencies.
  - b. Resolves deficiencies by using standard procedures or returning incomplete documents to their supervisor for resolution.
  - c. Enters customer and account data by inputting alphabetic and numeric information on keyboard according to screen format.
  - d. Maintains data entry requirements by following data program techniques and procedures.
  - e. Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
  - f. Maintains operations by following polices and procedures and reporting needed changes.
  - g. Maintains customer confidence and protects operations by keeping information confidential.
2. Answers phone calls and meets the public in a courteous and helpful manner.
3. Assists with the District's special activities and open house.
4. Be able to perform duties under District program guidance.
5. Performs other related duties as requested by supervisor.

SUPERVISION:

This position is under the daily supervision of the District Administrator and H2Ohio District Technician.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. Your performance rating is an overall evaluation of your performance in the judgement of your supervisor. During this review, career opportunities, salary advancement and items concerning the employee's professional growth and employment are discussed. The Williams SWCD is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or other protected characteristics as outlined by federal, state, or local laws.

ADOPTED:

\_\_\_\_\_  
SWCD Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
SWCD Data Entry Specialist

\_\_\_\_\_  
Date