

**Seward County Community College**  
**Structured Compensation - Job Description**  
**ABE Data Entry Clerk**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Adult Learning Center	Grade:	7
Reports To:	Dir of Adult Basic Education	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dir of Adult Basic Education	Effective Date:	02/04/2008
		Revised Date:	12/08/2011

**Role:**

Inputs and develops student records in Pablo data system. Searches and investigates information contained in files, inserting additional data, preparing reports, and supplying written information on request.

**Essential Functions & Responsibilities:**

- E 35% Maintains Pablo data system on all students and updates data on a weekly basis or as needed.
- E 30% Conducts CASAS testing and pre-testing per schedule.
- N 20% Assists with orientations for all programs.
- N 10% Assists with GED paperwork.
- N 5% Performs other related duties as assigned.

**Performance Measurements:**

1. To manage student/staff records with accuracy and confidentiality.
2. To conduct CASAS testing and set testing schedule.
3. To process work with minimal errors.
4. To greet students and visitors to the Center so they are welcomed and served appropriately.
5. To answer phone calls professionally and courteously.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Six months to two years of similar or related experience.  |
| Education            | (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.   |
| Interpersonal Skills | Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. |
| Other Skills         | Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire. Good attention to detail, able to see differences in words and numbers used to classify materials for filing.       |

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Physical  
Requirements

Work Environment

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature