

## Job Description

**Job Title:** Data Processor  
**Department:** Data Service  
**Reports To:** Resource Director  
**FLSA Status:** Non-Exempt

**Prepared By:** Timothy Caya  
**Approved By:** Karla Downing  
**Date:** 1/13/2010

### Section 1: Summary of the Position

Responsible for data processing. Works closely with the Data Specialist to ensure project goals and quality standards are met.

### Section 2: Primary Responsibilities

#### Data Processing

- Processes project data according to established procedures and guidelines
- Works independently to identify and solve project related problems
- Tracks and record daily activities

### Section 3: Competencies

#### Concern for Quality

##### Key Behaviors

- Checks accuracy of own work
- Carefully prepares materials, approaches, and resources
- Follows procedures to ensure quality output
- Uses a systematic approach to organize and track quality
- Manages competing demands while striving for quality work
- Encourages people to maintain high standards of quality and thoroughness
- Monitors accuracy and quality of others' work and takes action to correct mistakes
- Balances attention to detail with the overall timeline for completion

#### Teamwork

##### Key Behaviors

- Cooperates with team members to build a spirit of unity within the team
- Fulfills commitments to other team members
- Initiates activities and actively participates in decision making processes to achieve goals
- Recognizes the efforts of other team members and values individual differences
- Informs team members of important or relevant information for team success
- Strives to build cooperation between departments and work groups
- Provides others with feedback to help them be better team members
- Understands and utilizes group process techniques to maximize participation and effective group functioning

## **Section 4: Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Specialized Knowledge and Skill Requirements:**

#### **Software**

Ability to obtain an advanced understanding of RV Workstation, MS Office, and any necessary custom processing applications within 6 months of start date.

#### **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

### **Education/Experience:**

None Listed.

### **Certificates and Licenses:**

None Listed.

## **Section 5: Travel**

None Listed

## **Section 6: Physical and Environmental Demands of the Position**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands, as this position regularly requires 8 hours+ a day of computer terminal work. The employee is frequently required to talk and hear.

Specific vision abilities required by this job include the ability to adjust focus (the ability to adjust the eye to bring an object into sharp focus) and close vision (defined as clear vision at 20 inches or less). T

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working in an office setting. The noise level in the work environment is usually moderate.

## Section 7: Disclaimer Statement

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

CC: Employee  
Employee General Personnel File