

Temporary Employee-Data Entry

Pay Range: \$9.00/hr-\$10.25/hr

DEFINITION:

An employee of this job class is responsible for performing a variety of data entry duties requiring the application of independent judgment and attention to detail.

Work involves the performance of computer assignments including voter registration, scanning, and petition verification. Work is performed and reviewed by departmental supervisors for accuracy and completeness in accordance with procedures.

EXAMPLE OF DUTIES:

- Entering voter registration applications into computer system
- Scanning batches of documents or individual documents into computer system
- Sorting and distributing documents into filing systems
- Updating and retrieving voter information in MCVR (computer system)
- Operating printers, copy machines and similar office equipment
- Petition signature verification
- Performs other duties as required or assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of business English, spelling and arithmetic
- Must be detail oriented
- Skilled in interpreting and following oral and written instructions
- Skilled in the operation of computers and other office equipment with at least minimal skill in Microsoft office.
- Ability to type 40 to 50 wpm

TRAINING AND EXPERIENCE:

High school diploma or (HSE) high school equivalency, with coursework or general experience in office practices and typing.

All applicants must be a registered voter, and a resident of St. Louis County. Our personnel policy prohibits any discrimination in hiring based on race, color, religion, sex, national origin, age, disability/handicap condition, sexual orientation, marital status or veterans status.

EDUCATION

Circle the Last Grade of Elementary or High School Completed	Name & Location of High School	Date of Leaving	Graduate?	
	Name _____		() YES	() NO
1 2 3 4 5 6 7 8 9 10 11 12	City & State _____	Month Year		() GED

Junior College, College or University

Name and Location	From		To		Total No. of Credit Hours to Date		Subjects		Degree Rec'd & Date
	Mo.	Yr.	Mo.	Yr.	Sem.	Qtr.	Major	Minor	
Undergraduate									
Graduate									

Business, Trade, Military, Correspondence School or other courses taken

Name and Location	From		To		Subjects	Class Hrs. per week		Length	Completed?
	Mo.	Yr.	Mo.	Yr.					

EMPLOYMENT HISTORY

Begin with your current or most recent employment. Resumes are accepted as supplemental information only.

Name of Organization or Firm: _____ From: Month _____ Year _____
 Address _____ To: Month _____ Year _____
 City _____ State _____ Zip _____ Total time employed: _____
 Supervisor's Name: _____ Yrs. Mos.
 Your Title: _____ Hrs. per week: _____
 Your Specific Duties: _____ Salary: First _____ Last _____
 _____ Reason you left: _____
 _____ Time unemployed between this job & the one below.
 _____ Yrs. Mos.

Name of Organization or Firm: _____ From: Month _____ Year _____
 Address _____ To: Month _____ Year _____
 City _____ State _____ Zip _____ Total time employed: _____
 Supervisor's Name: _____ Yrs. Mos.
 Your Title: _____ Hrs. per week: _____
 Your Specific Duties: _____ Salary: First _____ Last _____
 _____ Reason you left: _____
 _____ Time unemployed between this job & the one below.
 _____ Yrs. Mos.

Name of Organization or Firm: _____ From: Month _____ Year _____
 Address _____ To: Month _____ Year _____
 City _____ State _____ Zip _____ Total time employed: _____
 Supervisor's Name: _____ Yrs. _____ Mos. _____
 Your Title: _____ Hrs. per week: _____
 Your Specific Duties: _____ Salary: First _____ Last _____
 _____ Reason you left: _____
 _____ Time unemployed between this job & the one below.
 _____ Yrs. _____ Mos. _____

List below any additional training, education or unpaid work experience which would relate to the position for which you are applying and which you have not been able to include elsewhere on the Application. Be sure to indicate dates and approximate amount of time per week or month spent in such activities.

Do you have a valid Missouri Driver's License? () Yes () No Number _____ Date Expires _____

Have you ever been discharged from a position, terminated or forced to resign? () Yes () No

If yes, give name and address of employer, date of your discharge or forced resignation, and the reasons.

Are you able to perform the essential function of the position for which you are applying (with an accommodation, if necessary)?

() Yes () No

Have you ever been convicted of any offense, other than parking tickets, by either civil or military authorities?

() Yes () No

Is a charge pending against you for any offense, other than parking tickets, by either civil or military authorities?

() Yes () No

CERTIFICATION OF APPLICANT, I _____, certify that all information on this application and any attachments are true to the best of my knowledge and I authorize investigation of all statements. I understand that any misstatements of material facts herein may cause my application to be rejected, or my employment terminated.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: The policy of the St. Louis County Board of Election Commissioners is to support fair and equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, age or handicap.

OFFICE USE ONLY

Date interviewed: _____ By: _____

Summary: _____

Strengths: _____

Weaknesses: _____

Goals: _____

Typing Test/Clerical Test Results: _____ Date: _____

WPM: _____ Score: _____