Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: July 21, 2020
RE: Job Posting – Two (2) Temporary Data Entry Specialist
    Emergency Management

Duties and Responsibilities: The Data Entry Specialist will be part of the COVID 19 Data Unit which is responsible for accurate and timely entry of COVID 19 related information related to testing, case demographics and other significant metrics; will receive testing related documentation from various sources and enter data into the Henderson County Department of Public Health COVID 19 database; must work closely with the other department response teams in order to verify, process and enter data quickly and accurately; monitor LabCorp and NCSLPH interfaces and fax lines for results and other related documentation; review test results, testing notifications and other documentation for duplication errors and enter into database once verified; direct test results to appropriate teams for notification and case investigation. Must adhere to strict confidentiality parameters; must be able to work weekends and extended hours.

Qualifications: Requires working knowledge of Microsoft Word, Excel and Teams; comfort with working in multiple computer systems simultaneously; ability to review data and enter data into computer software accurately; ability to think critically and use good judgement in all decision making; ability to work in a team environment; ability to speak, read and write English; ability to handle confidential information with discretion and professionalism.

High school diploma or equivalent.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: 5:00 pm on August 4, 2020

Starting rate: $15.00 per hour