Memo

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

Duties and Responsibilities: The Data Entry Professional will be responsible for accurate and timely entry of required communicable disease documentation for COVID 19; will receive documentation from the Case Investigation Team and enter data into the North Carolina Disease Surveillance System (NCEDSS) and the COVID 19 Community Team Outreach (CCTO) Tool; must work closely with the Case Investigator team to ensure the accuracy of data received; review Case Investigator Paper Documentation for completion and accuracy and communicate with Case Investigator when clarification is needed; monitor NCEDSS for notification of positive cases and communicate with Case Investigator team to ensure timely follow up; 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 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: $14.50 per hour