



Diocese of Laredo Job Announcement

Posting Date: June 30, 2022

Applications Deadline: Until Filled

Position: Data Entry Clerk	FLSA STATUS: Non Exempt
MINIMUM REQUIREMENT: High School diploma or GED, college degree preferred, computer knowledge and skill, ability to work with a diverse group of people. Be bilingual, speak, and read Spanish and English, be able to use good judgment.	
START DATE: Immediate	LOCATION: Catholic Charities of the Diocese of Laredo
Position Status: Full time (40 hours)	Hours: Mon- Fri., and as needed

Position Summary: The Data Entry Clerk is responsible for entering all data collected from the program into the database system(s).

Essential Duties, Functions and Responsibilities:

- Be able to train and achieve 100% passing score on exams for the database systems utilized at the agency, HMIS and Datalink and others that may be added in the future.
- Transfer data from paper formats into computer files or database systems.
- Update existing data as needed
- Retrieve or generate data and reports from the database systems
- Keep all information confidential
- Facilitate travel coordination
- Work with coordinator and staff to ensure data is correctly collected or communicate changes needed to collect the accurate information.
- Participate in any additional training as required by database companies or agency
- Other duties as assigned

Skills and Experience:

- Effective and extensive computer skills
- Critical Thinking Skills
- Be able to meet deadlines

Additional Skills, Certification or License:

Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Physical Demands: Work is usually performed indoor and may require being seated for long periods of time. While performing the duties of this job, must be able to move, lift and carry up to 15 lbs., bend, stoop, stand and move frequently, requires vision and hearing abilities. Must be able to work in varying temperature and environment

Disclaimer: Possible exposure to communicable disease or illness.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043 - (956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement