

JOB OPENING (JOB CODE: WW001)

[JOB TITLE:] Data Clerk– Bilingual

Hourly wage:] \$14.59-18.23 Hour

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Milwaukee – Chase [STATUS:] Full-time/40 hours/week [TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 3

[JOB TYPE:] Internal/External

[SUMMARY:] Under the direct supervision of QA Supervisor the Data Clerk/Electronic Case File Specialist performs data entry activities relating to W-2 and Related policy compliance, work participation/attendance and performance tracking; assists in obtaining participation verification, identifies appropriate documents for scanning into electronic case file system, pulls QA and performance reports, and provides general clerical support to management staff, Refugee programs, Employment/Career Services, Customer Service and Quality Assurance Units.

JOB DUTIES:

- 1) Will be responsible for identifying appropriate documents for scanning into electronic case file system, prepare documents and hard case files for scanning into electronic case file (ECF) system.
- 2) Will scan documents into ECF system, validate, index, and place documents in appropriate electronic case file system folder.
- 3) Verify all documents are properly coded for scanning and enter accurate ECF codes.
- 4) Provide weekly report on progress of scanned documents into ECF.
- 5) Audit cases for accurate eligibility codes in CWW and verify that eligibility documents are in ECF. Provide report for management review
- 6) Audit cases for Work Participate Rate engagement, coding, attendance, and case comments. Provide report for management review
- 7) Pull QA reports from WEBI as requested by management
- 8) Use expertise and innovative strategies to develop and provide unit services that meet the needs of the agency.
- 9) Ensure timely and accurate data entry in WWP, ECF, and other systems, as required by policy and procedures.
- 10) Receive and review program activity, participation, and attendance documentation, and enter related data into state tracking systems and/or other UMOS data tracking systems.
- 11) Enter nonparticipation into state tracking system once attendance information is verified
- 12) Enter case comments into WWP when issuing correspondence/email distribution to participants within required timeframes.
- 13) Oversee virtual online participant activities, track participant attendance, update components and case comments. Enter nonparticipation for workshop and education
- 14) Perform routine data collection and data entry functions to prepare reports requested by W-2 supervisory or management staff.
- 15) Assist with preparing mailings/email distribution for, and providing staff with clerical support during UMOS events, job fairs and workshops.
- 16) Pull EA applications from CWW and distribute to front desk twice daily
- 17) Maintain confidentiality of participant data and comply with government and agency regulations.

- 18) Perform special projects and other related duties as assigned.
- 19) Attends meetings and seminars, and performs other duties as assigned.

QUALIFICATIONS:

- 1) Minimum of a High School Diploma (or equivalent) supplemented by either one year of post-secondary education, or equivalent related training.
- 2) Minimum two years of work experience in a data entry and/or clerical position.
- 3) Able to work with confidential information and has a basic understanding of customer service practices.
- 4) Demonstrated organizational skills and strong attention to detail in data entry and/or clerical work.
- 5) Ability to communicate effectively with all levels of staff and management in writing and verbally.
- 6) Bilingual in English and one or more languages/Spanish, Burmese, Rohingya, Somali, Karen; verbal and written ***preferred***.
- 7) Knowledge and experience in Microsoft Office Suite, including Word, Excel, and Outlook with demonstrated ability to type minimum of 40 words per minute.
- 8) Demonstrated time management skills with the ability to perform comfortably in a fast-paced, deadline-oriented work environment, and ability to successfully execute multiple projects at one time.
- 9) Must be able to travel and work irregular hours.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

Equal Opportunity Affirmative Action Employer

03/01/2021