

Hobbs Municipal Schools
Job Description

Position: Data Processor/Technical Assistant

Supervisor: Director of School Food and Nutrition

General Job Description: The Data Processor/Technical Assistant will enter and manage data in the departments menu and inventory software. This person will also support and troubleshoot all computer issues in conjunction with CAI.

Qualifications:

1. High School Diploma or G.E.D.
2. Must be able to operate a 10-key calculator by touch.
3. Ability to operate other office machinery, such as a fax machine and scanner/copier.
4. Five years of experience in basic data entry.
5. Knowledge of Microsoft Office, in particular, Word and Excel a MUST.
6. A genuine willingness to accept other jobs/responsibilities as deemed necessary by the supervisor or the Board.
7. Must be able to work a 12 month schedule.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in ethical behavior.
3. Project an overall concern for personal appearance as it relates to job performance.
4. Work cooperatively with colleagues, supervisors and administrators.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know or ability to obtain knowledge to successfully complete assigned work.
8. Contribute to the welfare and effectiveness of the office by adhering to high ethical standards of performance and interpersonal relationships.
9. Ability to work under pressure and constant interruptions.
10. Ability to coordinate with other departments.
11. Ability to meet deadlines and due dates.
12. Ensure an annual inventory is taken of all assets per listing.
13. Open and deliver all mail for the department. Serve as a backup for the other department positions as needed.
14. ALL OTHER DUTIES AS ASSIGNED

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments with minimal direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling and moving light furniture may be required.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment, including current technology.

Terms of Employment:

Salary and work year to be established by Director.