



We take them in. You take them home.

Hospital Data Entry Clerk Job Description

Essential Job Function: This position is responsible for entering all information on the ADL animals into the shelter's database: PetPoint. This includes but is not limited to information such as breed, sex, weight, color, etc. Also included will be vaccinations, tests, future vaccinations and tests, medications, medical procedures and any other animal-related items either administered to the animal and/or designated by the veterinary staff as well as all other related tasks and duties as assigned by the Hospital Manager.

This position will need to develop an understanding and knowledge of ADL programs, services, and clinic protocols. The Data Entry Clerk must be efficient, effective, and able to multi-task.

This position will report to the Customer Service Supervisor and must work effectively with all ADL staff; particularly the hospital staff. This position may be required to work some weekends and overtime.

Wage: This is an hourly position, starting wage is dependent upon experience

Job Requirements:

- High School Diploma or GED certificate
- One year of general office or administrative experience.
- Experience with PetPoint software is desirable.
- Must have ability to enter data accurately at an efficient speed
- Must have strong typing skills, be analytical, and detailed oriented.
- Must have excellent computer skills
- Must be available to work 7 days a week, flexible hours, and holidays

Knowledge, Skills and abilities:

Ability to multi-task, use personal judgment and utilize strong decision making skills. Knowledge of modern office practices, procedures, equipment and depending on the individual job requirements, clerical techniques. Ability to learn ADL policies, procedures and administrative systems. Ability to communicate clearly and effectively, both verbally and in writing. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Physical demands and working conditions:

Physical requirements include occasional lifting/carrying of 35 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to long periods of sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

+++ Office environment, exposure to computer screens, working closing with others. Essential and other important responsibilities and duties require maintaining physical condition necessary for sitting for prolonged periods of time; manual dexterity required.