

**BELL COUNTY PUBLIC HEALTH DISTRICT
MEDICAL/NURSING DIVISION
DATA COLLECTION CLERK
POSITION DESCRIPTION**

REVISION DATE:

April 5, 2022

POSITION TITLE AND CLASSIFICATION:

Data Collection Clerk

GENERAL DESCRIPTION:

Responsible for compiling, distributing and collecting surveys within the community served by the Bell County Public Health District. Perform these duties under the supervision of the Immunization Coordinator.

ESSENTIAL FUNCTIONS:

- Compile survey for distribution to eligible stakeholders in the community, to include input from divisions within the Health District.
- Disseminate surveys within the community as directed by Immunization Coordinator in accordance with grant requirements.
- Organize data/statistics obtained from survey results as requested for completion of programmatic reports.
- Serves as part of public health emergency response efforts, as needed.
- Performs other related activities as determined by program need or program coordinator's request.

SKILLS/ABILITIES TO PERFORM IN POSITION:

- Ability to speak and write Spanish.
- Ability to interact appropriately with clients/co-workers.
- Ability to understand the importance of medical confidentiality.
- Ability to prioritize time and responsibilities.
- Ability to take direction from authority.
- Excellent customer service skills.

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

- Valid Texas driver's license
- Must have own transportation and proof of insurance
- Must have telephone
- Frequent daily travel is required
- Job duties require evening and weekend work.
- Requires ability to lift clinic supplies, educational materials and machines
- Prolonged standing, sitting, or driving may be required
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases and/or tuberculosis

- Must have appropriate immunizations according to BCPHD Staff Member Immunization Policy

MINIMAL QUALIFICATIONS:

- GED or high school diploma
- Must possess ability to type minimum 50 words per minute.
- Must have computer education/experience working with Microsoft Office, utilizing spreadsheets, databases, and word processing applications. Must possess data entry and ten-key skills.
- Ability to demonstrate diplomacy as applicable to community situations.

Note: Salary increases may be considered in relation to factors such as: merit, longevity of service, and financial feasibility.

I have read and understand the contents of my job description. I have received a copy of my job description.

Signature of Employee

Date