

Data Clerk

Temporary Clerical

Denver, CO, US

Today Requisition ID: 1584

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Salary Range: \$30.00 To \$30.00 Hourly

Industry: Commuter Rail Operations

Reports to: Vanessa Jernigan

Position Summary:

The Data Clerk is an entry-level, temporary position responsible for assisting with basic data entry, document organization, record maintenance, and administrative tasks. This position is intended to provide short-term support to the Human Resources department and is **not a permanent position**.

Description of Duties:

- Enter information accurately into company systems, spreadsheets, and databases.
- Review information for completeness and accuracy.
- Organize and maintain electronic and paper records.
- Update and maintain spreadsheets and other records as assigned.
- Retrieve and organize information as requested.
- Assist with routine administrative and clerical tasks.
- Follow established procedures for handling company information and records.
- Maintain confidentiality of company and employee information.
- Complete assigned tasks within established deadlines.

- Perform other basic administrative duties as assigned.
- On occasion, be available outside of normal working hours to assist the Chief Mechanical Officer and Deputy Chief Mechanical Officer in their duties, as well as to perform inspections and testing.
- Other duties and responsibilities may be assigned as necessary.

Minimum Qualifications:

- High school diploma or equivalent preferred.
- Previous office or data-entry experience is helpful but **not required**.
- Basic computer skills.
- Ability to use Microsoft Office programs, particularly Microsoft Excel and Outlook
- Ability to type and enter information accurately.
- Strong attention to detail.
- Ability to follow written and verbal instructions.
- Dependable and punctual.
- Ability to work independently with appropriate direction and supervision.
- Ability to maintain confidentiality.

Physical Requirements:

- Ability to sit and work at a computer for extended periods.
- Ability to use a computer, keyboard, and other standard office equipment.
- Ability to occasionally lift or move light office materials.
- Ability to perform repetitive data-entry and clerical tasks.

Position Duration

- This is a **temporary, limited-term position** created to provide short-term administrative and data-entry support. The position is **not intended to be**

permanent and will end upon completion of the temporary assignment or when the department's business need has been fulfilled. Continued employment beyond the temporary assignment is not guaranteed.