CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENTAL SERVICES DIVISION – PARKS/CEMETERIES SECTION - LOCATION - 777 YORK BLVD.)

DATA ENTRY CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Cemeteries Administrative Supervisor, performs a variety of administrative support and data entry duties associated with the Cemeteries Division.

GENERAL DUTIES

Sorts and codes appropriate Cemetery sections for entry.

Researches cemetery records, including interment books, lot owner information books/cards, burial orders, Foremen's orders, maps, etc.

Compiles appropriate data on form, referring to interment books, lot cards burial orders, etc.

Checks integrity of information.

Performs data entry functions and inputs information into Cemetery Management Database Software.

Tracks and/or documents data entry problems.

Documents data and generates computer reports as required.

Retrieves data and generates reports as required.

Presents weekly reports to Supervisor regarding progress and problems encountered.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous business and administrative experience encompassing data entry duties normally acquired through a combination of education and related work experience.

2. Good working knowledge of Microsoft Office XP (Word, Excel, and Outlook) and database software. Ability to input and retrieve data accurately and at an acceptable speed as well as ability to maintain database. Able to print standard queries.

3. Good verbal and written communication skills.

4. Must be well organized, possess initiative, good judgment and able to work independently.

5. Ability to accurately and quickly convert information from written, typed or printed documents into cemetery database.

6. Demonstrated knowledge of historical/genealogical research procedures and methods preferred.

7. Knowledge of Cemetery Software (HMIS) would be considered an asset.