



## PULASKI COUNTY

invites applications from current County Employees and the  
General Public for the position of:

# HMIS DATA CLERK

An Equal Opportunity Employer

<b>Department:</b>	Community Services/Shelter Plus Care Program		
<b>Starting Salary Range:</b>	\$24,837 – 28,759		
<b>Position Number:</b>	002		
<b>FLSA Status:</b>	Non-Exempt position, eligible for overtime		
<b>Safety Sensitive Designation:</b>	This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.		
<b>Opening Date:</b>	3/08/21	<b>Closing Date:</b>	3/19/21 at 5:00 PM

### JOB SUMMARY:

Responsible for the entry of participant data for the Shelter Plus Care Program ensuring the maintenance of accurate records; utilizes software to produce required reports and data analysis.

### ESSENTIAL JOB FUNCTIONS:

- Receives completed approved housing applications for the Shelter Plus Care program; enters information into the data base.
- Enters and updates client information daily into the Homeless Management Information System.
- Ensures high levels of data quality is maintained amount the client records; ensures privacy and security is maintained.
- Enters and removes housing and residential services HMIS client records.
- Utilizes software to produce reports as requested.
- Assist in the preparation of all HUD Annual Performance Report for all grant providers.
- Trains staff with outside agencies in proper usage of the HMIS system when necessary.

### SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as required.

**PERSONNEL SUPERVISED:** None

### PHYSICAL REQUIREMENTS:

Visual acuity necessary for use of the computer screen.  
Digital dexterity needed for keyboard operation.

### WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment. Duties may require occasional travel to outside agencies within state.

### MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency including advanced training in computer operations, office management, or a related field; considerable work experience with clerical support, records management, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Must possess or be able to immediately obtain a valid Arkansas Driver's License.  
Employment is contingent upon satisfactory completion of a criminal background check

**PREFERENCES:**

None

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

***Please Note:*** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

**March 8, 2021**

**067-21**