



**METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON  
COUNTY**

Department of Human Resources  
Invites Applications For The Position Of:

**Computer Data Specialist**

*An Equal Opportunity Employer*

**SALARY:** \$27,682.92 Annually

**ISSUE DATE:** 11/09/2016

**FINAL FILING DATE:** 11/22/2016

**THE POSITION:**

This is a *Full-Time Non-Civil Service position with Metro Action Commission* and works under supervision of the Head Start Director and maintains record keeping in compliance with Head Start objectives.

**TYPICAL DUTIES:**

- Collect and analyze data
- Maintain daily computer files and records
- Maintain a master file of all computer data and back-up files
- Monitor and submit accurate reports on a timely basis as required
- Follow instructions to ensure that jobs are processed correctly
- Provide training and technical assistance to all staff on management tracking systems
- Maintain necessary logs
- Complete work assignments accurately and in a timely fashion in order to facilitate the department as a whole

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and formal training and/or sufficient work experience in data entry. Valid Tennessee drivers license. Fast and accurate skills in data entry, compiling, and process data in a computer. Ability to key 7,000 strokes/hour. Willingness to learn a variety of software programs. Ability to establish and maintain working relationships and follow written procedures.

*Candidates with accreditations earned in a foreign institution are encouraged to apply.*

**Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.**

APPLY ONLINE at: [www.nashville.gov](http://www.nashville.gov)

OR

FAX OR MAIL RESUME/APPLICATION TO:

Metropolitan Action Commission  
Attn: Human Resources Department  
P. O. Box 196300  
Nashville, Tennessee 37219-6300  
FAX: (615) 862-8881

When applying, provide highest level of education attained and include relevant certification or licensure. We do not routinely contact applicants who fail to include this information. All statements made on resumes and/or applications are subject to verification. If applying by resume, please include the position title. If you are claiming Veteran's preference, please attach a copy of your DD214 form.

Please be advised that final applicants for this position will be subject to a background check, drug screen, and a fingerprint check.

In compliance with Tennessee law, all applications are subject to public disclosure.



Requests for ADA accommodation should be directed to Rickie McQueen @ (615) 862-8860, Extension 70103.