

Transition Assistant Data Entry Clerk

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. It requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources.

Create and update TAP related workshops in database system (AFFIRST) and update attendance after conclusion of Pre-Separation Briefing, Transition Assistance Workshop, Veterans' Benefits Briefings, Capstone, and two-day GPS Tracks. Update client checklist on DD Form 2648 in milConnect after completion of the Pre-Separation Briefing and the five-day Transition Workshop. Maintain accountability statistics for the Transition Assistance Program in AFFIRST.

Must have a minimum of at least six months of data entry experience.