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| Job Title: | Clerk 1 | Job Code/ Req#: | 64296 |
| Department/Group: | TN TennCare | Position Type: | Contract |
| Duration : | 05/12/2025 - 12/31/2025 | Date Posted: | 04/23/2025 |
| Expenses Allowed | No | Posting Expires: | 04/29/2025 |
| **Location :** | Hybrid  **Address**  310 Great Circle Rd. Nashville, Tennessee 37243  Candidate Must Be Local | **Quantity Requested :** | 1 |
| **Additional Location Details (City, State) :** | Candidates must reside within Nashville, TN area | Send Resumes to : | resumes@taurusbiz.com |
| **Level/Salary Range :** | $14/hr on C2C |  |  |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  8  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM State of Tennessee Official Standard Office Hours Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  **Data Entry Support:**  Tenn Care Human Resources is requesting administrative support in the capacity of data entry to assist with their recent transition from paper employee files to an electronic database.  These individuals will be responsible for conducting an audit and reorganization of all active/inactive employee files within the new system. This project will conclude on or before June 30, 2025.  Timeline is contingent upon the number of resources available and ability to get through the large number of files within the database.  **Minimum qualifications:**  • Proficient in Microsoft Office and general computer use  • Strong organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific time frames and deadlines  • Strong work ethic and self-motivated  • Demonstrated ability to establish effective and collaborative working relationships built on trust  • Strong commitment to confidentiality (will be required to sign a confidentiality agreement for the project)  **Qualifications :**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Skills | Others | Customer Service |  |  | No | | Skills | Others | Data Entry |  |  | No | | Skills | Others | Filing |  |  | No | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 04/23/2025 |
| **Approved By:** | Ram S | **Date:** | 04/23/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/23/2025 |