



Job Specification

Job Title: Data Entry Clerk I
BCAT Code: 510X BT
Pay Grade: G05

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs entry-level data entry and clerical duties.

Examples of Duties

- Enters data into a computer system from hand written or typed copy.
- Enters alphabetic, numeric or symbolic data from source documents into computer following established format.
- Photocopies and files documents as needed.
- Checks details of reports against original copy for accuracy and completeness before entering data into computer.
- Compares data with source documents or re-enters information in verification format into computer to detect errors.
- Deletes incorrectly entered data and re-enters correct information.
- Produces computer generated letters, proofs for accuracy and mails to appropriate person.
- Creates and maintains computer files from applications and generates paper copy of file.
- Establishes and maintains filing and record keeping systems.
- Operates various office machines such as fax machine, copier, etc.
- Assists public by providing general information by telephone, mail or in person.
- Assists department members with clerical support for various projects as needed.
- Maintains stock of office supplies.
- May open and deliver mail.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of office equipment operation.
- Knowledge of general office practices and procedures.
- Knowledge of campus policy and procedure preferred.
- Knowledge of Business English spelling, abbreviations, and grammar.
- Knowledge of computer operation and software.
- Proofreading skills.
- Effective time management skills.
- Ability to communicate effectively in writing and orally.

Minimum GSU Hiring Standards

High school diploma or GED. Type 30 wpm. Six months data entry experience preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.