



**Job Specification**

**Job Title: Data Entry Clerk II**  
**BCAT Code: 510X BV**  
**Pay Grade: G06**

**Effective Date: April 1, 200707**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs advanced level data entry and clerical duties to record data for automated data processing.

**Examples of Duties**

- Enters data into a computer system from typed or hand written copy.
- Enters alphabetic, numeric or symbolic data from source document into computer following established format.
- Verifies accuracy of typed material against original document; deletes incorrectly entered data and re-enters correct data.
- Creates and maintains computer files from application forms, etc., and generates paper copy of computer file to create a physical file.
- Produces computer generated letters, proofs them for errors and mails letters to appropriate person/department.
- Maintains stock of office supplies.
- Operates various office equipment such as fax machine, copier, etc.
- Assists department members with clerical support for various projects as needed.
- Assists public by providing general information by telephone, mail or in person.
- 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 Business English spelling, punctuation and grammar.
- Knowledge of basic computer operation and software.
- Proofreading skills.
- Effective time management skills.
- Ability to communicate effectively in writing and orally.
- Ability to prioritize work assignments and work under general supervision.

**Minimum GSU Hiring Standards**

High school diploma or GED and one-year data entry experience. Type 40 wpm.

*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.*