



Job Specification

Job Title: Data Entry Clerk III
BCAT Code: 510X BX
Pay Grade: G08

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

General Description

Oversees the accuracy of data entry while performing advanced level data entry and clerical functions in automated data processing platform.

Examples of Duties

- Enters data from various formats into information system.
- Oversees and participates in the creation of computer or physical files from forms other formats.
- Analyzes and verifies information entered into information system.
- Operates office equipment such as faxes, scanners, telephone, e-mail, printers, etc).
- Oversees and maintains stock of office supply.
- Maintains the integrity of the data entered into information system.
- Provides information to general public as well as assisting with clerical support.
- Performs other data entry related duties as assigned.
- Oversees the receipt, sorting, and distribution of mail.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets and word processors).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

High school diploma and two years of related experience; or a combination of education and experience.

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.