General Description
Performs entry-level data entry and clerical duties.

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

Knowledge, Skills and Abilities
- Knowledge of office equipment operations.
- 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 operations 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. Typing of 30 wpm required. Six months of 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.