Georgia State University  
Job Specification

Job Title: Data Entry Clerk III

BCAT Code: 09TX52  
Pay Grade: G08  
FLSA Status: Non-Exempt  
Effective Date: April 1, 2007
Revision Date: July 1, 2013

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

Examples of Duties
- Enters the data from various formats into the information system.
- Oversees and creates electronic computer or hard copy files from forms or other formats.
- Analyzes and verifies information entered into the information system.
- Operates office equipment, such as faxes, scanners, telephones, e-mail, printers, etc.
- Oversees and maintains the stock of office supply.
- Ensures the accuracy of the data entered into the information system.
- Provides information to the general public and assists 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 operations and software, such as spreadsheets and word processing.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.

Minimum GSU Hiring Standards
High school diploma or GED and two years of related 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.

Office of Human Resources  
Classification Section