Job Title: Employment Verification Specialist

BCAT Code: 09IX43
Band/Zone: G12 FLSA Status: Non-Exempt

Effective Date: July 1, 2013
Revision Date: July 1, 2013

General Description
Provides specialized support in the completion of all employment verifications.

Examples of Duties
- Completes all employment verifications, such as employee requests, retirement service credit documents, bank requests for mortgages or loans, Department of Labor requests, Internal Revenue Services (IRS) requests, Federal Investigator requests, Family & Children Services requests, Social Security requests, etc.
- Responds to all open records requests.
- Generates all separation notices.
- Assists employees with reviewing personnel files.
- Responds to all quality assurance checks or audits of previously completed verifications.
- Acts as back-up for the Customer Service Specialists.
- Assists with various reporting requirements.
- Assists with eTIME related issues.
- Monitors the annual performance evaluations submitted to Human Resources (HR).
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of applicable federal, state, Board of Regents (BOR), and University laws, rules, and regulations.
- Knowledge of word processing, spreadsheets, and database software.
- Effective oral and written communication skills.
- Excellent customer service skills.
- Ability to meet deadlines and work in a fast paced work environment.
- Ability to work independently.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma and four years of related experience; or a combination of education and 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.