



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Data Entry

General Description:

Coordinates and performs the preparation, data entry, verification, and editing of complex and at times confidential data. Interacts with other departments to resolve problems and inquiries, and to establish and maintain efficient data and information flow. Operates as a primary source of information on specialized data files and records for both internal and external clientele. Resolves problems and inconsistencies with data, performs limited data analysis, and prepares and generates various reports.

Skills/Duties:

- Enters data from source documents into computer or onto tape or disk for subsequent entry, using keyboard or scanning device
- Files completed documents
- Resolves garbled or indecipherable messages, using cryptographic procedures and equipment
- Deletes incorrectly entered data
- Re-enters data in verification format to detect errors
- Keeps record of completed work.
- Loads machine with required input or output media, such as paper, cards, disk, tape or Braille media
- Selects materials needed to complete work assignment
- Compares data entered with source documents
- Compiles, sorts, and verifies accuracy of data to be entered.

Requirements:

Requires a high school diploma or GED with experience related to the duties and responsibilities

Reporting Relationship:

Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date