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STATE OF NEVADA



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STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Data Entry Clerk** **Reno, Nevada**

Recruitment open until filled
Office Hours: 7:00 am – 4:00 pm, Monday-Friday

JOB TITLE: Data Entry Clerk

The Nevada State Contractors Board is seeking a full-time data entry operator and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Reno, Nevada.

The successful candidate will possess excellent communication and customer service skills, experience working in an office environment, ability to meet customer expectations in a positive and professional manner, and possess the ability to multi-task in a fast-paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform data entry and record keeping tasks.
- Prepares and prints a variety of forms, reports and notices.
- Runs batch programs and verifies accuracy of data.
- Enters data from source documents and identifies related data components.
- Prepares documents for scanning into document imaging system.
- Serves as customer service support team member, responding to phone and in-person inquiries.
- Willing to perform all other duties as assigned.

EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent education and one to two years of related experience in a professional office environment.

SKILLS AND ABILITIES

- Perform data entry at a high rate of speed and accuracy.
- Attention to accuracy and detail-oriented.
- Ability to effectively deal with all types of customers.
- Clearly communicate, both orally and in writing.

- Effectively operate a multi-line telephone system.
- Be well-organized and attentive to detail.
- Demonstrate proficiency in Microsoft Word, Excel and GL Suite.

SALARY AND BENEFITS

Starting annual salary is between \$36,093 - \$54,140; to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program

HOW TO APPLY

Interested persons may submit their resume to recruit3@nscb.state.nv.us