JOB OPPORTUNITY
Nevada State Contractors Board
Data Entry Clerk in Las Vegas, Nevada

Data Entry Position

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

The successful candidate will possess excellent data entry and processing skills, communication skills, have 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.

Duties and Responsibilities

- Perform data entry and record keeping tasks.
- Prepares and prints a variety of forms, reports and notices.
- Meet data entry deadlines, and perform work in a time-efficient manner
- Runs batch programs and verifies accuracy of data.
- Enters data from source documents and identifies related data components.
- Prepares and scans documents to document imaging system.
- 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.
- Clearly communicate, both orally and in writing.
- Process and organize documents, reports, and mailings.
- Be well-organized and attentive to detail.
- Ability to work independently and in a team setting to accomplish department goals.
- Demonstrate proficiency in Microsoft Word and Excel.

Salary and Benefits
Starting annual salary is between $36,817 - $57,002; 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.

Interested persons may submit their resume to recruit4@nscb.state.nv.us