

**TEXAS PENSION REVIEW BOARD
AN EQUAL OPPORTUNITY EMPLOYER
STATE AGENCY JOB VACANCY NOTICE**

Agency: Texas Pension Review Board

Listing Number: PRB2102

Work In Texas Job ID: 14366393

Opening Date: 02/1/2021

Salary: \$32,000-\$38,000

Closing Date: Open Until Filled

Position Title: Data Entry Specialist

Salary Group /Class No: A11/0152

Refer To: Westley Allen

Telephone: 512-463-1736

Number of Openings: 1

Duration: Full Time

Travel Required: Limited

Agency Address: P.O. Box 13498, Austin, TX, 78711-3498

Work Location Address: 300 W. 15th Street, Room 406, Austin, TX

Agency Web Address: www.prb.texas.gov

JOB SUMMARY:

GENERAL DESCRIPTION: Provides high quality work in areas of data review and data entry. Work involves compiling, entering, and sorting data related to public pensions. Performs routine (journey-level) administrative support work. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Compiles, sorts, and verifies the accuracy of data before entry.
- Enters financial data into the PRB's databases in an accurate and timely manner.
- Enters various information pertaining to the PRB's Minimum Educational Training (MET) program.
- Maintains organized logs of completed and pending work.
- Performs queries, organizes data, and compiles reports for supervisors.
- Performs data review including researching, verifying, and correcting information entered into the agency's databases.
- Compares data with source documents.
- Assists on special projects.
- Assists with preparing reports for the Board and agency publications.
- Assists with projects that require quick turnaround to meet deadlines.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to arrange information or actions in a certain order or pattern according to a specific rule or set of rules.
- Ability to extract and organize specified information from Access databases.
- Knowledge of common office practices.
- Ability to perform tasks with a high degree of accuracy and ability to pay close attention to detail.
- Demonstrated ability to work with Microsoft Office, including excel.
- Ability to prioritize work, manage time effectively, and meet deadlines.
- Ability to properly communicate information to stakeholders in a diplomatic, courteous, and objective manner.
- Excellent communication skills and an ability to work with a wide array of people.
- Ability to understand and follow oral and written instructions and utilize resources to efficiently complete tasks.
- Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

PREFERRED EXPERIENCE:

Previous job experience in data entry or related field.

NOTES:

Veterans, Reservists or National Guards with an MOS or additional duties that fall in research or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

Military Crosswalk information can be accessed at
<http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

HOW TO APPLY:

Apply using State of Texas application form only, which can be found at
<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html#applicationForm>.

Applications may be submitted through [WorkinTexas.com](http://www.WorkinTexas.com), or by email to: wes.allen@prb.texas.gov.

ADDITIONAL INFORMATION:

The PRB is an Equal Employment Opportunity Employer. Selected applicant may be subjected to a background check. Official transcripts or other minimum requirement validations may be requested at the time of job offer. If hired for employment, you will need to provide documentation that establishes identity and employment eligibility. Documentation must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the [Texas Workforce Commission](#).

Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodations during the interview process should contact Westley Allen at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate your request.