



Part Time Data Entry Operator II

New Hampshire State Liquor Commission

Part time position TMPPT4270

Not to exceed 28 hours a week

\$11.16/HR

The New Hampshire State Liquor Commission is accepting applications for a Part Time Data Entry Operator II. Position is located at 50 Storrs Street, Concord, New Hampshire 03301. .

PLEASE INDICATE ON YOUR APPLICATION, THE POSITION & LOCATION YOU ARE APPLYING FOR.

Closing date: December 20, 2013

Basic purpose: Responsible for clerical duties in the Accounting Bureau.

Responsibilities:

- Enters data from reports into computerized database, spreadsheets, and other software programs.
- File and maintain files for the Accounting unit.
- Compiles information for projects as needed
- Other duties as assigned.

Minimum Qualifications:

Education: High school diploma, G.E.D. or its equivalent, including or supplemented by a course in typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of clerical experience, including three months of operating data entry equipment.

License/Certification: None required.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

The following items are a requirement and need to be completed as a condition of employment:

- **Criminal records check**
- **Reference check**

These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.

All employees will have these background checks completed.

HOW TO APPLY: An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052. hr@liquor.state.nh.us and is available on the Internet at

<http://www.nh.gov/liquor/employment.shtml>. **In addition, an official state application for employment may be obtained at www.admin.state.nh.us/hr.**

. *** In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. ***EOE