

**Position: Office Clerk**  
**Department: Controller's office**  
**Salary Range: \$12.00 - \$15.00 Hourly**  
**Job Type: Part-Time 29 hours weekly**

### **Summary**

The front desk clerk performs routine clerical and administrative work in answering telephones, greeting the public, providing customer assistance, data processing, and record-keeping.

### **Essential Functions**

Answer telephone, direct calls and take messages

Greet and direct visitors

Operate office machines such as photocopiers and scanners, voicemail systems, and personal computers

Proficient in Microsoft Office applications with attention to detail, ability to multi-task and excellent communication skills are all essential to this position

Performing day-to-day administrative tasks

Other duties as assigned

### **Work environment**

Professional office environment

### **Physical requirements**

Must be able to lift up to 30 pounds

### **Education**

High school diploma or equivalent. Associate degree preferred.