

Job Title: Clerical Assistant (Office Automation)

Grade: 5

Salary: \$36,153 - \$47,484

Requirements: Possession of a high school diploma/ GED 1 year of specialized experience

Qualifications: Experience with range of clerical duties not limited to customer service, front desk, and administrative support.

**Job Description:**

Collective Bargaining Unit (Union): This position is in the collective bargaining unit.

This position is located in the Department of Employment Services, Office of Administration Services (OAS). The OAS is responsible for providing administrative appellate review of final orders regarding eligibility for workers' compensation benefits. This Clerical Assistant is required to perform duties related to the following:

Administrative:

- Receives visitors and phone calls to the office, ascertaining the nature of requests and directing callers to appropriate staff, or personally provides the information desired when related to routine or procedural matters of the office.
- Types a variety of material, ranging from relatively routine to more complex terminology, arrangements or tabulations. Types materials in draft or final form as appropriate, and is responsible for the correct assembly, arrangement, spacing, grammar and spelling of final products.
- Receives, reads, sorts, logs, attaches pertinent reference material to and distributes incoming mail, such as correspondence, reports, and other documents for the office.
- Reads and assembles outgoing mail for completeness, readiness for dispatch and general conformance with standard correspondence instructions
- Responsible for maintaining a detailed office filing system covering distinct subject matter materials and/or other related information as required.
- Participates in staff meetings, operational conferences and seminars to keep abreast of plans, projects, decisions, problems, etc., pertaining to various decisions and functions of the office.

Document Management:

- Prepares special and periodic reports, which require the selection, compilation and arrangement of factual data taken from the record system and other data available within the office.
- Assists in gathering information used in the development of reports and new procedures reflecting changes in operation methods.

**Your Agency or Business Name Here**

**[Your logo here]**

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**dchr**



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