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Clerk 1

HELP Program Position

About the Role

Clerk I is an entry-level position that helps keep daily office operations organized and running smoothly. In this role, you will assist with records, forms, phone calls, mail and other general office tasks.

You will receive clear instructions and support as you learn the position. As you gain experience, you will begin completing routine assignments more independently. Your work will be reviewed by a supervisor for accuracy and completeness. A background check may be required.

What You'll Do

Depending on your assignment, you may:

- Enter and update information in departmental records.
- Prepare simple reports and complete basic calculations.
- Review applications, vouchers and other forms to make sure they are complete and accurate.
- Organize, sort and file documents, reports and correspondence.
- Answer phone calls, take messages and direct callers to the correct person or office.
- Provide general information about department services and procedures.
- Open, sort and distribute mail.
- Use computers and other standard office equipment to enter, file or find information.
- Type envelopes, forms and brief reports.
- Complete other related office duties as needed.

What We're Looking For

A successful Clerk I should be able to:

- Learn general office procedures and assigned tasks.
- Follow written and verbal instructions.
- Work accurately with names, letters and numbers.
- Complete basic math and organize information.
- Communicate clearly and professionally with coworkers and the public.
- Use common office equipment, including computers, keyboards, printers and copiers.
- Stay organized and follow established department procedures.

Minimum Qualifications

No previous work experience or formal education is required. We are looking for dependable applicants who are ready to learn, stay organized and support the daily work of the department.

Needed to Apply

Please include the following when applying to the attached job:

- Resume
- Completed General Application Form
- Cover Letter (Optional)

Starting Salary: $37,669