



JOB VACANCY ANNOUNCEMENT	
DATE:	September 12, 2025
JOB TITLE/STATUS:	Clerk 1, Non-Exempt
REPORTS TO/DEPARTMENT:	Various Locations or Housing Choice Voucher Program
SCHEDULE:	Monday – Friday 8:00 am – 4:30 pm / 37.5 hours per week
ANNUAL SALARY:	\$39,351
DEADLINE TO APPLY:	Until Filled

POSITION DESCRIPTION:

This is an entry level clerical position that provides basic clerical support to an AMP office.

POSITION SUMMARY:

Receives phone calls and forwards to appropriate party.

Sorts, opens and delivers incoming mail, forms, documents, etc.

Perform basic tasks on common office equipment such as calculators, photocopiers, postage meters, etc.

Files and retrieves materials by systematically sorting and storing documents alphabetically, numerically, chronologically or using similar filing methods.

Logs or records the amount, type, disposition and number of incoming or outgoing mail, forms, documents, phone calls, etc.

Prepares labels to identify the contents of packages, file folders, mail, booklets, etc. Folds letters, documents or circulars and stuffs into envelopes. Codes documents, forms, records, etc for identification, references and filing.

Receives applications, documents, forms and fees directly from the public or residents and screens, sorts and assembles for further processing.

Performs receptionists' duties by greeting visitors, directing individuals to proper office locations, taking information and screening and routing telephone calls.

Transfers information into forms, form letters, cards, envelopes, labels, charts and transmittals.

Performs related work as required.

POSITION QUALIFICATIONS:

Knowledge of the English alphabet, Arabic numbering system and chronological sequences by day, month and year.

Ability to perform within prescribed office procedures, maintain harmonious working relationships and function according to standard work practices and conduct.

Ability to read simple sentences or phrases written in the English language.

Ability to understand and follow detailed oral and written instructions.

Ability to sort or group materials into different categories based on similarity, omission, uniformity or other conditions.

Ability to keep categorical log records on such information as the amount, type or disposition of materials or individuals.

Ability to file and retrieve materials by matching the item category with the appropriate file heading.

Ability to transfer information accurately from one source to another.

Ability to proofread the straight transfer of information for accuracy and to correct copying errors.

Ability to perform basic arithmetic calculations such as the adding and subtracting of whole numbers and decimals; and multiplying and dividing by one-digit whole number or decimal multipliers and divisors.

Ability to learn the basic operation of office equipment.

Sufficient physical dexterity to allow performance of clerical work such as filing, sorting papers and opening mail.

EXPERIENCE and TRAINING:

Possession of the required knowledge and abilities.