



JOB DESCRIPTION

JOB TITLE: File Clerk
JOB STATUS: Temporary Part Time, Non-Exempt
REPORTS TO: Finance/HAF/Housing

POSITION SUMMARY:

Under general supervision, the file clerk will do file management and maintenance within Finance department, Housing Management, and the Homeowners Assistance Fund program. This position will organize paperwork according to an efficient filing system for all important documents. You will be expected to protect and update files as well as make them easily accessible to your colleagues. The file clerk must be organized and possess a serious understanding of confidentiality and data protection. The ideal candidate will be skilled in computers and detail oriented. The goal is to preserve the company's records and manage paperwork effectively.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Check incoming paperwork (correspondence, invoices etc.) and make copies before distributing
- Answer phone calls and take messages
- Research applications and understand the status of the HAF process
- Work closely with Housing Management, Finance and the HAF program coordinators
- Sort all documents alphabetically and according to content, dates, significance etc.
- Create or update records with new files and information
- Store all paperwork in designated places securing the important documents
- Enter paperwork into an electronic system either by data entry or by using optical scanners
- Deal with all requests to access files and keep logs of borrowed papers
- Develop an efficient filing system to make updating and retrieving files easier
- Follow policies and confidentiality dictations to safeguard data and information
- Monitor inventory of files, paper clips etc. and report shortages

REQUIREMENTS:

- Proven experience as file clerk
- Knowledge of filing systems
- Very good knowledge of MS Office and office equipment such as photocopier, scanner etc.



Bering Straits Regional Housing Authority

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- Good command of English both oral and written
- Dependable with a respect to confidentiality and policies
- Excellent organizational skills
- Great attention to detail
- High school degree or equivalent

PHYSICAL REQUIREMENTS:

This position is partially sedentary in nature, with significant personal computer activity, use of standard office equipment. Employee will be required to sit, stand, bend, walk, climb stairs, kneel, and drive to successfully perform the essential functions of this job.

WORKING CONDITIONS:

This position functions primarily in an office environment.

This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

This job description is not a contract for employment.

BSRHA is an Equal Opportunity Employer. Preference in the selection of qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.