



## Office Clerk Job Description

**Duties:** Disaster Recovery Jobs Program (DRJP) office clerk work involves providing clerical support duties assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, typing or word processing, office machine operation, and filing. May be required to perform related work; other duties may be assigned.

**Qualifications:** HS diploma or GED and 6-12 months related experience and/or training or equivalent combination of education and experience. Will regularly be required to: Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers; answer telephones, direct calls, and take messages; maintain and update filing, inventory, mailing, and database systems, either manually or using a computer; communicate with the public to answer questions, disseminate or explain information, take orders, and address complaints; open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail; compile, copy, sort, and file records of office activities, business transactions, and other activities; compute, record, and proofread data and other information, such as records or reports; type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters; and review files, records, and other documents to obtain information to respond to requests.

A drug test, physical and background check may be administered.