

BROCKTON HOUSING AUTHORITY

Clerk Typist

Location: Various

Starting Salary \$44,376

Hours Per Week: 35

General Statement of Duties: Performs general clerical duties including data-entry, filing, word processing, typing, posting, mathematical calculations, simple bookkeeping and the preparation of reports.

Supervised By:

Responsibilities:

1. Type documents from copy, rough draft, or other sources not involving original composition.
2. Compose correspondence and other material with general instructions.
3. Perform various clerical work including but not limited to sorting, filing, posting, preparing reports and maintaining clerical records.
4. Maintain a system of accounts keeping balances and making simple bookkeeping entries and reports.
5. Complete both automated and non-automated forms.
6. Perform some administrative duties such as data entry, word processing, filing, photocopying, generating reports, etc. as needed.
7. Perform some receptionist duties in a relief capacity such as answering phones, transferring calls, etc.
8. Provide supervision to other clerical staff when necessary and as assigned.
9. Establish and maintain effective working relationships with other employees and the public.
10. Attend meetings and appropriate job trainings as required or assigned by supervisor.
11. Perform duties consistent with agency/program policies and procedures.
12. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
13. Perform other work-related duties as required or as assigned by supervisor/designee.

Qualifications:

- Minimum of one year work experience performing general office duties and clerical work required.
- High School Diploma/GED.
- Demonstrated strong customer service skills.
- Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, Internet, etc.
- Demonstrated knowledge of basic bookkeeping and arithmetic and ability to make computations with speed and accuracy.
- Demonstrated ability to follow oral and written instructions and to carry through entire clerical processes.
- Bilingual preferred.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

In compliance with Section 3 of the HUD Act of 1968, Brockton Housing Authority Residents, Section 8 Voucher holders and other low or very low income Brockton residents are encouraged to apply and may receive a preference.

Date:1/18/18