

LINCOLN HOUSING AUTHORITY

****JOB NOTICE****

Position title: File Clerk

FLSA Status: Part-Time, Non-Exempt (Hourly)

Application Deadline: October 2, 2023

Lincoln Housing Authority has an immediate part-time opening (25 hours per week) for the position of **File Clerk**. Preferred hours are 10:00am - 3:00pm M-F. Can be somewhat flexible, but must be able to cover two one-hour lunch shifts (11:00am - 1:00pm) each day.

Responsibilities include:

- Maintain file system by accurately sorting and inserting documents, retrieving materials, and retiring terminated files according to established procedures.
- Maintain electronic filing systems by accurately preparing documents to be scanned as well as scanning and indexing documents on the computer system.
- Maintain/update spreadsheets, and forms as needed.
- Operate personal computer to input and retrieve data.
- Provide clerical support to a variety of office personnel including duties such as greeting and assisting clients in person and on the telephone, answering a multi-line phone system, scheduling appointments, taking applications for housing, and providing information to clients.
- Operate copier, personal computer, TDD and other standard office equipment and software.
- Perform basic mathematical calculations.
- Complete special projects and assignments as requested.
- Performs other related duties as required or as the situation dictates.

Required experience, skills, and abilities include:

- H.S. graduate or equivalent GED.
- Knowledge of standard filing procedures for paper and electronic filing and ability to maintain an accurate file system according to established procedures.
- Knowledge of and ability to utilize proper telephone etiquette and grammar.
- Knowledge of and experience with Microsoft Office and a variety of software programs.
- Ability to greet and deal with the public in a courteous and tactful manner.
- Ability to understand and follow oral and written instructions and procedures.
- Ability to maintain cooperative working relationships with co-workers, supervisors, and the general public.
- Ability to maintain client confidentiality and keep confidential information secure.
- Ability to effectively communicate and work in a culturally diverse environment.

Application Information:

- Starting pay is \$15.37/hour.
- To apply, complete an application for employment at www.L-housing.com.
- Background checks will be conducted on final candidates.
- Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.