

## **CASUAL CLERK**

**Location: New Castle, DE**

**Hourly Rate: \$8.75- \$10.00**

**Opening Date: November 7, 2017**

**Closing Date: November 15, 2017**

### **I. POSITION SUMMARY**

This position performs general clerical duties and office support within the department. Employee may be called upon to perform additional duties as assigned. The employee is responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with routine office duties to include telephone/radio coverage, transmitting necessary correspondence to respective personnel, and typing and copying correspondence as needed
- Answers and promptly routes all incoming calls and messages to the appropriate department in a professional and courteous manner
- Prepares correspondence on behalf of the department staff
- Maintains accurate, complete and up-to-date files which include records, databases, and work orders
- Consistently provides superior customer service
- Other duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office practices and procedures
- Ability to prepare reports, memos, letters and documents
- Ability to communicate clearly and effectively, in a courteous manner, both orally and in writing
- Ability to operate office equipment to include personal computers
- Basic knowledge of word processing, spreadsheet and e-mail applications, facsimile, and photocopiers
- Ability to establish and maintain effective working relationships with others
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent or equivalent related experience
- Basic computer skills and training
- One (1) year clerical experience

#### **V. SPECIAL REQUIREMENTS**

- Subject to a background investigation and drug test
- Subject to a pre-employment physical

**If you are interested in applying for this position please complete the on-line at [www.drba.net](http://www.drba.net). In addition, you also have the option of attaching a resume to the completed application.**