JOB SUMMARY:
Under limited supervision, performs clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work; may provide guidance and assistance to other staff; does other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews screens and verifies documents.
- Provides guidance and assistance to staff.
- Processes personnel action forms, maintains personnel records and gathers sensitive or confidential information or data.
- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to supervisor for resolution.
- Provides guidance and assistance to staff.
- Opens, time stamps, sorts, numbers, and distributes mail. Maintains prepared mailing lists.
- Sorts, indexes, and files checks, cash stubs, vouchers, requisitions and other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.
- Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.
- Assembles materials for distribution.
- Hand stamps letters, papers, and other documents.
- Fills in and checks form letters, circulars, and forms as directed.
- Compiles information and/or numerical data.
- Provides information in person and over the telephone.
- May enter and/or retrieve information on a computer terminal.
- May assist in preparing and verifying payrolls and makes simple arithmetic calculations.
- May transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals.
- Maintains records and files.

MINIMUM REQUIREMENTS:

- One (1) year of experience in clerical work.
- Knowledge of MS Office – Word, Excel, PowerPoint, and Outlook desired.
- Bilingual experience welcomed
- Good written, verbal and oral communications skills

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by December 20, 2019.

The City of Atlantic City is an Equal Opportunity Employer.