CITY OF ATLANTIC CITY
Public Defender’s Office
KEYBOARDING CLERK I

JOB SUMMARY:
Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer, typewriter, or other key entry device; does other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Enters or types documents from handwritten draft or final form, according to prescribed formats, by transferring information onto letters, reports, schedules, and itinerary.
- Key enters or types addresses on envelops, or information on forms, form letters, or other form-type documents.
- Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.
- Key enters or types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, tapes, or other recording equipment.
- Utilizes printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.
- Receives, screens, reviews and verifies documents.
- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.
- 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.
- 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 application 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 January 14, 2020.

The City of Atlantic City is an Equal Opportunity Employer.