JOB SUMMARY:
Under limited supervision, performs moderately complex and non-routine clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work requiring the utilization of keyboarding or typing skills; formats, reproduces, corrects, adjusts and prints a variety of written material; key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; may provide guidance and assistance to staff; does other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Operates a computer console, typewriter, or other key entry device to key, enter or type a variety of documents, maintain memory files of them, and provide necessary corrections and adjustments in the prepared text.
- Key enters or types a wide variety of text materials from pencil copy, rough notes, detailed instructions or other sources to produce technical, scientific, financial, statistical and other reports or correspondence, memoranda, charts, bills, contracts, case files, and other documents into draft or final form according to prescribed formats.
- 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, other recording equipment, or other sources.
- Provides guidance and assistance to staff.
- 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.
- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a supervisor for resolution.
- Organizes assigned work and develops effective work methods to meet deadlines and work criteria.
- Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.
- Receives, screens, reviews and verifies documents. Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.
- Opens, time stamps, sorts, numbers, and distributes mail. Maintains prepared mailing lists.
- Assembles materials for distribution and maintains records and files.
- Provides information in person and over the telephone.

MINIMUM REQUIREMENTS:
- One (1) year of experience in clerical work.
- Knowledge of MS Office – Word, Excel, PowerPoint, and Outlook required.
- 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 January 23, 2020.

The City of Atlantic City is an Equal Opportunity Employer.