

# **Casual Office Clerk**

## **(Maintenance Division)**

**Location: New Castle, DE**

**Hourly Rate: \$13.00**

**Opening Date: March 2, 2022**

**Closing Date: Until Filled**

### **I. POSITION SUMMARY**

This position performs general clerical duties and office support within the department. 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
- Assists with pickup and delivery of mail
- Assists with warehouse inventory
- Maintains accurate, complete and up-to-date files which include records and databases
- Prepares correspondence on behalf of the department staff
- Answers and promptly routes all incoming calls and messages to the appropriate department in a professional and courteous manner
- 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 drive a motor vehicle
- 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. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license

#### **VI. SPECIAL REQUIREMENTS**

- Subject to a drug test and background check
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive bi-weekly pay
- May at times be required to adjust daily hours to maintain work activities to meet daily operations

Revised: March 2022