

**SOUTHWESTERN PA HUMAN SERVICES, INC.**

**JOB VACANCY NOTICE**

**POSITION:** File Clerk (Part-Time)  
Charleroi, PA

**PAY GRADE:** 2

**WAGE:** \$9.85 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Performs clerical and office assignments and general staff support
- Files incoming material such as mail orders, accounts payable and open account documentation according to file system.
- Searches for and investigates information contained in files, complete vouchers, keep files current, and supply information from file data or remove files upon request.
- Supports payroll administration by maintaining accurate attendance and filing in the appropriate employee file for all employees.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Demonstrated knowledge of general office procedures, including interpersonal skills;
- High School diploma;
- Demonstrated ability to perform work requiring preciseness, with a high degree of accuracy;
- Ability to communicate with effectiveness.
- Ability to transport oneself as program needs dictate;
- Ability to sit for long periods of time during the workday;
- Ability to operate a keyboard.
- Ability to readily shift priorities.
- Ability to understand and carry out specific instructions;
- Must successfully obtain Criminal History Clearance from the PA State Police.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING # 1944-NO LATER THAN FEBRUARY 28, 2019.**

**EQUAL OPPORTUNITY EMPLOYER**