



JOB DESCRIPTION

Position Title: Office Clerk
Department: NMI Board of Nursing

Description of Position:

The primary responsibility for this position is to assist with various office / clerical tasks under the direct supervision of the Administrative Director. The person must be organized and present a pleasant, business-like demeanor to callers and visitors. This includes taking, filling, and passing on notes regarding communications.

Duties and Responsibilities:

- Assist with mail processing.
- Compile application requirements to its designated folder.
- Scan application files and conversion to pdf file.
- Assist with filing of documents / applications.
- Maintain and organize electronic file in database.
- Maintain privacy of confidential records, correspondences and/or files.
- Maintain acceptable attendance standards.
- Performs other duties as assigned.

Qualifications:

- High school diploma or general education degree (GED) required.
- Must have a minimum of 2 years of clerical, secretarial, or administrative support experience
- Effective organization and time management skills
- Ability to work independent with little-to-no supervision
- Good computer skills, including basic troubleshooting and using word processing, spreadsheet, and email software applications
- Data entry experience

Pay Level:

Ungraded: \$18,000 to \$20,000 per annum.