



<b>Job Title:</b> Administrative Clerk	<b>Department:</b> Administrative
<b>Reports to:</b> Board Operations Manager & Benefits Administrator	<b>Effective Date:</b> August 3, 2022

**Job Summary:**

We are looking for an organized Administrative Clerk to handle file management and maintenance, serve as the backup receptionist, and clerical assistance primarily to the Administrative Team by performing the duties below. Work is performed under limited supervision with moderate latitude for the use of initiative and independent judgment.

**Duties/Responsibilities:**

- Perform clerical duties of creating, scanning, maintaining, and retrieving all Benefit files.
- Preparation, gathering, and organizing file documents.
- Perform data entry and scan documents verifying the quality of the digital scan.
- Putting files, digital or paper, into their proper locations.
- Developing and maintaining an electronic filing system and physical file room and maintenance of offsite file storage.
- Works collaboratively with the Benefits team.
- Primary backup to the receptionist.
  - Answers incoming phone calls. To the best of ability, ensure that all incoming calls are answered.
  - Greets walk-in guests and appointments. Directs these to the appropriate party.
- Supports Supervisor with numerous tasks and projects.
  - Mostly assisting with monthly Board meetings and quarterly Investment Advisory Committee meetings by creating, formatting, editing, and printing documents.
  - Ensure the meeting room and any other area utilized are set up accordingly in advance.
  - Monitor the building/meeting entrance the day of and oversee the sign-in sheet.
- Receive deliveries, adhere to internal controls 2-person check-in process, and store in the appropriate location.
- Ensure kitchen supplies are stocked and routinely clean out expired items from refrigerators.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Integrity, discretion, and respect for confidential information.
- Organizational, time management, and multitasking skills required.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Experience with phone, scanning, and electronic-related software with the ability to maneuver through basic computer-based applications.



#### Required Skills/Abilities: (continued)

- Extremely detailed oriented.
- Strong organizational and project management skills, including the ability to plan, prioritize and execute multiple initiatives/deadlines autonomously and shift priorities as necessary. Able to manage projects. Uses time effectively.
- Excellent communication (verbal and written), interpersonal and professional interactive skills are necessary to perform at a high degree of proficiency.
- Capable of working with internal staff from other departments in a proactive and constructive manner.
- Ability to understand and execute all relevant policies and procedures in a consistent, timely, and objective manner. Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Adaptive to daily demands and adjust priorities as directed by management.

#### Education and Experience:

- High school diploma or equivalent required.
- Two years of related experience preferred.

#### Supervisory Responsibilities:

- None

#### Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

#### Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes retirement plans (Texas Municipal Retirement System cash balance defined benefit plan and 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, long-term care, health savings account, flexible spending accounts, health reimbursement account, paid vacation, holidays, sick time, and free parking.

*Interested parties should email their resume to [resume@dpfp.org](mailto:resume@dpfp.org). Please include "Administrative Clerk" in the subject line.*

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