



## Records Management Clerical Support/Job Coach

**JOB STATUS:** Part time, Monday – Friday, daylight hours, typical work hour are flexible between 7:30 a.m. – 4:00 p.m. Some schedule flexibility required.

**LOCATION:** Center Township, 131 Pleasant Drive 2nd floor, Aliquippa, PA 15001

**JOB DESCRIPTION:** Reporting to the Coordinator of Records Management, this position will be responsible for assisting with activities related to indexing documentation, completing clerical tasks, and overseeing work completed by individuals with disabilities.

### **KEY JOB RESPONSIBILITIES:**

- Assists with related clerical duties such as photocopying, faxing, scanning, indexing and filing documents
- Receives, sorts, and forwards documents
- Reads and reviews records/documents/books to determine key points and indexes them accordingly into a computer database
- Works independently and within a team on special nonrecurring and ongoing projects
- Provides some oversight of clients' work within the Records Management Department

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Some post-secondary training / education preferred
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Excel, Word, Outlook
- Experience working with individuals with disabilities helpful
- A valid driver's license
- Able to pass background checks and clearances