

Clerk IV Job Description

Our innovative and growing company is looking to fill the role of clerk IV. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for clerk IV

- Serve as the primary receptionist for the area office
- Maintain case archive process for the area office, filing, records management, archive submissions, and archive requests
- Track the data drive information used in case assignments and personnel management
- Serve as back-up receptionist as needed
- Provide administrative /clerical support and projects as assigned
- Onboard multiple companies' data for Unclaimed Property reporting related to Coinstar, Gift Cards, AP and Payroll
- Monitor and maintain Unclaimed Property records in Tracker
- Complete scheduled due diligence, reporting and filing requirements
- Research check status and replacements
- Create written documentation for new processes

Qualifications for clerk IV

- Working knowledge of computers and computer software
- Ability to organize and prioritize job responsibilities
- Ability to analyze, interpret and communicate effectively a variety of policies and procedures to internal and external customers
- Ability to successfully organize and prioritize competing office priorities
- Able to deal respectfully and cordially with a diverse public, including donors, students, faculty, staff and alumni
- Able to maintain strict confidentiality of all office records and research

Clerk Iv

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