



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: File Clerk

JOB TYPE: Full Time

WORK LOCATION: Asheville, NC 28801; In person

WORK HOURS: 4 10-HOUR days

GENERAL STATEMENT OF JOB

The Asheville Housing Authority seeks to hire a skilled File Clerk to ensure our organization's records are correctly sequenced and filed. The file clerk gathers documentation from internal departments, and codes material chronologically, numerically, alphabetically, and by subject matter. Work will include storing hard copies of documents such as invoices, receipts, and forms, creating new files as needed, and retrieving information ensuring records are returned to appropriate locations. The File Clerk will also be instrumental in scoping and implementing the transition of paper-based document storage to an efficient digital storage system and standard operating procedures.

APPLICATION PROCESS

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL JOB FUNCTIONS:

- Assist in development and implementation of process for transitioning paper-based storage to digital storage, and creating standard operating procedures
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from authorized users
- Track files and materials removed from files in order to ensure that borrowed files are returned

JOB POSTING FOR: FILE CLERK

- Scan or read incoming materials in order to determine how and where they should be classified, delivered, or filed.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
- Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
- Gather materials to be filed from departments and employees.
- Maintain an indexed record of the location of the files in some electronic system for easy access of the information
- Perform periodic inspections of materials and files in order to ensure correct placement, legibility, and proper condition.

Note: The above list is intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with supervisors, subordinates, and fellow employees
- Ability to operate equipment, and learn new systems associated with assigned duties
- High level verbal and written communications skills
- Perform job duties with the utmost discretion and confidentiality
- Strong working knowledge of Microsoft Office systems and procedures
- Ability to learn new systems required to perform tasks for this job
- Proficiency in English
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload

MINIMUM TRAINING AND EXPERIENCE

- High School Diploma required
- Minimum of 1-2 years professional experience in a clerical or customer service role.
- Any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities.

JOB POSTING FOR: FILE CLERK

SPECIAL REQUIREMENTS

- NC state issued ID or Driver's License
- Ability to commute to Asheville, 28801 (Required)
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment.

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, computers, printers, calculators, copiers, etc. Must be able to move objects of up to 20 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, documents, forms, contracts, leases, logs, etc. Requires the ability to prepare correspondence, forms, contracts, leases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone, video, and web conferencing.

BENEFITS

Medical Insurance - (100% Company Paid for Employee)

Dental, Vision, Life

Short-Term & Long-Term Disability (100% Company Paid)

401k with 7% Employer Contribution

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PTO = 4 weeks

11 Paid Holidays

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