



Job Title: Administrative Clerk	Department: Administrative
Reports to: Board Operations Manager & Benefits Administrator	Effective Date: 07/23/2021

Job Summary:

We are looking for an organized Administrative Clerk to handle file management and maintenance, serve as back up receptionist, and clerical assistance primarily to the Administrative Team by performing the following duties. 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 of all Benefit files.
- Preparation, gathering and organizing file documents.
- Perform data entry and scan documents verifying quality of digital scan.
- Putting files, digital or paper, into their proper locations.
- Developing and maintaining electronic filing system and physical file room and maintenance of offsite file storage.
- Works collaboratively with the Benefits team.
- Primary back up 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 meeting room and any other area utilized is setup accordingly in advance.
 - Monitor the building/meeting entrance the day of and oversee sign in sheet.
- Receive deliveries, adhering to internal controls 2 person check in process, and store in appropriate location.
- Ensure kitchen supplies are stocked and routinely clean out expired items from refrigerators.
- Send out weekly staff meeting email requesting agenda items to discuss. Assign facilitator and maintain Staff calendar.
- 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.



Required Skills/Abilities: (continued)

- Experience with phone, scanning and electronic related software with ability to maneuver through basic computer based applications.
- 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.
- Three 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:

\$15.00 - \$17.00 an hour. Salary will be commensurate with education and experience. Our benefits package includes defined contribution retirement plans (401a and 457), health, dental, vision, life, short- and long-term disability insurance, long term care, health savings accounts, paid vacation, holidays, sick time, and free parking.

The Dallas Police & Fire Pension System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.