

Job Title: Clerical Support – Records Management (Part Time)
Job Duties: Receives incoming mail; open, sorts and distributes documents according to procedures. Reviews each document package according to procedures and prepares each for data entry. Timely and accurately enters data from source documents into computer database using keyboard. Audits data entered with source documents to verify accuracy. Prepares each document set for scanning by clients. Files completed documents. Follows all policies and procedures to insure confidentiality and integrity of documents processed. Attends required meetings and completes required training. Works additional hours as needed during monthly high volume period. Treats others with respect and dignity at all times. Maintains a clean and safe work area. Performs other duties as assigned.
Pay Rate: 9.75/hr.
Hours: 25 hours a week
Location: Moon Township
Qualifications: High School Diploma, 1 to 3 years related work experience. Strong computer skills.
How to Apply: Email resume to bblum@bcrc.net or apply in person