



POSITION DESCRIPTION

Admin Support

Job Title: General Clerk 2 (floater)	Department: SAS Contract
Location: NETL Pittsburgh	SCA min.
Reports To: Shelly Tinder	FLSA Status: Intermittent Part-time/Non-Exempt
Prepared By: HR Director	Prepared Date:
Approved By: PRC SAS Director	Approved Date:

POSITION PURPOSE

This is a full-time benefits eligible “ floater” position to fill in at various work stations when necessary. Applicant must be able to select appropriate methods from a wide variety of procedures and make simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others if they cannot be resolved internally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Performs more advanced clerical and administrative duties by applying a thorough knowledge of office operations and a specific knowledge of a particular department.
2. Assists with maintaining electronic departmental calendars, maintaining supply cabinets, performs mail distribution to include concurrence package routing.
3. Performs data entry into various software applications (e.g., Groupwise calendar, STARS/STRIPES ordering system, GovTrip travel, Personnel Tracking System, Key Personnel Calendar, Technical Paper Database, etc.).
4. Develops PowerPoint presentations utilizing the NETL presentation template.
5. Assists with records archival and destruction processes, and with NETL library tasks.
6. Assists at the Reception Desk in backup capacity to include processing of foreign national paperwork.
7. Arranges invitational travel/merit reviews to include hotel reservations,
8. Develops letters and memoranda in accordance with the NETL correspondence guidelines.
9. Serves as backup to other PRC and federal administrative staff as required.
10. Provides input into the SAS Monthly Status Report.
11. Develops and maintains good working relationships with other departments.
12. Works under limited supervision, within limits of accepted practice.
13. May direct the work of others.
14. Other duties as assigned.

QUALIFICATIONS

The qualifications listed below are representative of the minimum knowledge, skill, and/or ability required.

KNOWLEDGE

Basic knowledge of computers, standard software, and management databases.

SKILLS AND ABILITIES

Must possess competency in Microsoft Office Suite products: Word, Excel, and PowerPoint. Experience with Adobe Acrobat Reader and Microsoft Publisher a plus.

EXPERIENCE

Minimum of two years directly related work experience in assigned area office procedures.

SUPERVISION

Under supervision, within limits of accepted practice.

EDUCATION

Must have a High School Diploma with a commercial or general background. Prefer 2-year degree in Business or related field.

LICENSES/CERTIFICATIONS

None

LANGUAGE SKILLS

Ability to read and interpret documents. Ability to write routine reports and correspondence. Effective written and oral communication and interpersonal skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Must be able to fulfill all job-related functions within a general office setting. Must be able to lift ~40 lbs. to assist in records and/or library areas.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

General office setting, library, or records retention area.

Must be a U.S. Citizen.