

**CINCINNATI METROPOLITAN HOUSING AUTHORITY  
JOB POSTING**

<b>JOB TITLE: Office Specialist I (Fileroom)</b>	
<b>MINIMUM SALARY: \$12.90/hourly (Position is overtime eligible)</b>	
<b>DEPARTMENT:</b> Housing Choice Voucher	<b>SECTION:</b> Housing Choice Voucher
<b>HOURS OF WORK:</b> 8:00 AM - 4:40 PM	<b>BARGAINING UNIT:</b> AFSCME
<b>POSTING DATE:</b> December 22, 2009	<b>APPLICATION DEADLINE:</b> Until position is filled.

**SCOPE:** The position is responsible for performing a variety of clerical functions in support of the Housing Choice Voucher Department. This position provides clerical support to the Housing Choice Voucher Department staff.

**ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Process file requests in an expeditious manner (pull, record, and deliver requested files and file documents into existing files).
- Update and maintain file/record locations (system/physical) to ensure records are properly filed to improve the efficiency of file access and utilization.
- Perform audits relating to file/record placement according to tier placement. Analysis should be performed each time a tier audit is performed to test the filing system integrity.
- Establish and support communications with end user to ensure file requests are readily accessible for processing based on departmental needs.
- Operate material handling equipment such as forklifts or dollies as necessary to perform duties of position.
- Have a working knowledge of the file/record request and storage processes based on established intranet record management system.
- Update and maintain the archive file storage area and the record retention section of the caged area.
- Successfully utilize filing systems put in place (both manual and electronic) to maintain efficient operation of the filing room.
- Perform additional duties as assigned.

**PHYSICAL QUALIFICATIONS:** Incumbent must be able to lift and/or carry records/file storage boxes weighting up to 75 lbs.

**MINIMUM QUALIFICATIONS:**

- High School diploma.
- Type at least 35 wpm after errors are deleted.
- At least six (6) months of document processing / file room experience.
- Must have a working knowledge of retention and requisition system. Exposure to an intranet record management system is a plus.
- Ability to effectively communicate.
- Demonstrated ability to add, subtract, multiply and divide whole numbers.

The candidate must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years.

**Testing:** A battery of tests to measure skills in critical areas will be administered as part of the interview process.

**Note:** As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

*Equal Opportunity Employer/ Equal Housing Opportunities*