



Example of Clerk IV Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of clerk IV. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for clerk IV

- Serve as the primary receptionist for the area office
- Maintain case archive process for the area office, filing, records management, archive submissions, and archive requests
- Track the data drive information used in case assignments and personnel management
- Serve as back-up receptionist as needed
- Provide administrative /clerical support and projects as assigned
- Onboard multiple companies' data for Unclaimed Property reporting related to Coinstar, Gift Cards, AP and Payroll
- Monitor and maintain Unclaimed Property records in Tracker
- Complete scheduled due diligence, reporting and filing requirements
- Research check status and replacements
- Create written documentation for new processes

Qualifications for clerk IV

- Working knowledge of computers and computer software
- Ability to organize and prioritize job responsibilities
- Ability to analyze, interpret and communicate effectively a variety of policies and procedures to internal and external customers
- Ability to successfully organize and prioritize competing office priorities
- Able to deal respectfully and cordially with a diverse public, including donors, students, faculty, staff and alumni

