

General Clerk I

\$1500.00 SIGN ON BONUS & RELOCATION ASSISTANCE AVAILABLE!

Are you seeking a new career opportunity? Keystone Vocational Services is currently seeking to fill Full-Time General Clerk I positions. These individuals are responsible for handling mail and document processing in a secure government facility located in Boyers, PA.

In order to accommodate a smooth transition for our new employees, we are offering relocation, housing and services assistance to those that qualify.

Keystone offers a full range of services to all employees including: Access Technology Training, Orientation and Mobility Training, Vision Rehabilitation, Low Vision Clinic, Life Skills Education and Support Groups, as well as all Support Services.

The essential functions of these positions include but are not limited to the following:

- Receive, sort and deliver incoming mail
- Open, read and sort incoming mail
- Meter outgoing mail
- Organize documents properly
- Scan documents
- Accurately manifest hardcopy materials
- Utilize manifest log system

The ideal candidate will possess:

- A high school diploma or GED
- Experience with computers and assistive technology preferred
- The ability to train/learn to use computers and assistive technology
- The ability to work scheduled hours
- Legally Blind in both eyes

Due to federal contract requirements, all candidates must be a United States Citizen (Natural or Documented Naturalized) and **MUST be legally blind**. Legal Blindness is defined as 20/200 best corrected visual acuity or less than 20 degree visual field.

NOTICE TO APPLICANTS

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

We are a drug-free workplace. Pre-employment background checks, including E-Verify, are required for all employment positions.

PAY TRANSPARENCY POLICY STATEMENT:

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

This position is located in a secure government facility. Applicant must be able to pass federal and state criminal background checks, including completion of the federal SF86, as well as credit checks and drug testing.

We offer competitive salary, benefits, paid time off (vacation & sick), and paid training.

Interested applicants may apply online or call [Carli Brant 724-734-5855](tel:724-734-5855).

Equal Opportunity Employer: Minorities/Females/Veterans/Disability