

Columbia Lighthouse for the Blind Job Description

Title: General Clerk II

Location: Washington DC Metro Area

Purpose of Position: Performs a combination of clerical tasks to support office, business, or administrative operations. Supervisors (or other employees) are available to assist and advise clerks on difficult problems and to approve their suggestions for significant deviations from existing instructions.

Purpose of Position:

1. Maintain records.
2. Receive, prepare, and/or verify documents.
3. Search for and compile information and data
4. Respond to routine requests with standard answers (by phone, in person, or by correspondence).
5. Follow prescribed procedures or steps to process paperwork.
6. Perform other duties as assigned.

Education/Experience Requirements:

1. High school degree or equivalent required.
2. Microsoft Office skills required.
3. Minimum three years in working in clerical support.

Skills, Knowledge and Abilities:

1. The work requires a basic knowledge of proper office procedures.
2. The work requires a valid driver's license.
3. Excellent oral, written and interpersonal skills;
4. Ability to prioritize work; organized and attention to detail, able to meet deadlines and work with confidential material.

Blind and Visually Impaired Individuals are encouraged to apply. Please send resume and cover letter to resumes@clb.org.

Columbia Lighthouse for the Blind is committed to equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.