

Application Deadline: May 13, 2016

PTAB Office Clerk Opening – We have an immediate opening for an office clerk at our Manteca District office. The office clerk is assigned to the PTAB Ripon Office.

Primary Duties and Responsibilities: Under the supervision of the district supervisor, the Office Clerk duties include:

- Checking applications for errors and qualifications.
- Maintaining confidentiality of personnel records.
- Preparing and auditing attendance reports, recording and distributing checks.
- Preparing daily and weekly production and hours reports.
- Performing routine clerk duties with appropriate speed, skill and confidence.
- Answering phones, sorting mail, completing routine forms without close supervision and review.
- Understanding PTAB organizational structure, policies, procedures and standards.
- Handling routine certificate posting, data-entry, checking, correcting and filing.
- Gathering and faxing audit reports to PTAB headquarters daily.
- Processing payrolls, managing accounts receivables, and entering accounts payable transactions.

Minimum Qualifications:

- Education equivalent to High School education
- Proficient in Microsoft Office applications and possess general computer skills (Email, Internet Browsers)
- Basic office skills
- Willingness to work long hours and on weekends as needed

Desirable Qualifications and Skills:

- Concentrating on and conscientiously performing repetitious tasks
- Ability to work harmoniously and converse efficiently with all levels of coworkers, supervisors and industry reps
- Pleasant and efficient phone manners
- Politeness and tact when handling complaints, answering questions and correcting errors
- Know when to take initiative and when to consult or inform supervisors

Pay Rate: Depending on prior PTAB experience and skills.

Fax [application](#) to (530) 759-7504 or email to info@ptab.org