

Application Deadline: May 28, 2021 at 5pm

PTAB Office Clerk opening for the 2021 season – We have an immediate opening for an office clerk in our Northern Cal District. The Office Clerk is assigned to the PTAB office in Woodland, CA.

Primary Duties and Responsibilities: Under the supervision of the District Supervisor, the Office Clerk duties include:

- Checking applications for errors and qualifications
- Preparing and auditing attendance reports
- 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
- Handling routine certificate posting, data-entry, reviewing, correcting and filing
- Gathering and faxing audit reports to PTAB headquarters daily
- Processing payrolls with PTAB Headquarters and distributing checks
- Accepting, documenting, and unpacking supply deliveries and keeping the warehouse organized.

Minimum Qualifications:

- Education equivalent to High School graduation
- Proficiency in Microsoft Office applications and possess general computer skills (Email, Internet Browsers)
- Basic office skills
- Ability to work independently as well as within a team environment
- Ability to follow PTAB policies, procedures and standards
- Ability to maintain **confidentiality**
- Willingness to work extended hours and on payroll Sundays as needed and some occasions alone in an office setting.

Desirable Qualifications and Skills:

- Concentrating on and conscientiously performing repetitious tasks
- Ability to work harmoniously and converse effectively with all co-workers, supervisors and industry representatives
- 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 experience and skills.

Fax [application](#) to (530) 750-1072 or email to info@ptab.org.