POSITION TITLE: Housing Clerk I

JOB CODE : 050520

DATE PREPARED : April 28, 1993 Revised: October 27, 1993

SUMMARY STATEMENT
The incumbent provides billeting services for people required to stay overnight at the Nevada Test Site.

DIMENSIONS
The incumbent reports to a Housing Clerk II, Senior Housing Supervisor, or Housing and Special Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE
1. Checks people in and out of housing, registering customers following established guidelines and procedures;
2. Assigns rooms and completes reservations; enters required data into computer;
3. Performs front desk duties including receiving payments, answering telephones and assisting customers, issuing keys for recreational facilities, issuing library books, providing information on facilities and buses, selling bus tickets;
4. Completes linen and supply reports; maintains linen control cards and ledger to support inventories;
5. Delivers routine messages and delinquent notices; provides locator service;
6. Performs general office duties such as typing, filing, maintaining logs/records, answering telephones, and taking messages;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office or housing areas while distributing messages, filing, etc.;
2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or linens, up to 10 pounds; occasionally up to 30 pounds;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;
5. Occasional climbing stairs to reach some areas;
Housing Clerk I

6. Frequent bending/twisting at waist/knees to and from seated position or to reach lower file drawers;

7. Constant use of both hands/arms in reaching/handling/grasping/fingerling while entering data into computer, typing, filing, answering telephones, etc.; occasional overhead reaching may be required;

8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, inspecting housing, and maintaining a safe work environment; visual acuity in near and mid range vision required;

9. Constant use of speech/hearing in greeting/checking in customers, communicating with coworkers and supervisors, answering telephones, etc.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;

2. Must be able to follow oral and written instructions and follow through on all assignments;

3. Must possess good interpersonal skills in order to provide customer service, handle complaints, be able to deal in a professional and efficient manner with all types of customers, coworkers, and management, both military and civilian personnel;

4. Must be able to read/write/speak English, complete forms and logs, record data accurately, and read and understand all operating procedures;

5. Must possess basic mathematical skills and ability to handle money responsibly.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors at a reception/check-in desk or office.

Tools & Equipment Used: Personal computer, mainframe computer, printer, keys, linens, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of related clerical experience required.

OTHER SPECIAL QUALIFICATIONS

Typing 25 words per minute net required. Basic computer skills required. Driver's license required.
REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Housing Clerk II

JOB CODE : 050690

DATE PREPARED : April 28, 1993
Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent provides billeting services for people required to stay overnight at the Nevada Test Site and is responsible for daily reporting activities and supervision of Housing Clerk Is.

DIMENSIONS

The incumbent reports to the Senior Housing Supervisor or Housing and Special Services Supervisor and is responsible for supervising the activities of Housing Clerk Is.

NATURE AND SCOPE

1. Checks people in and out of housing, registering customers following established guidelines and procedures; assigns rooms and completes reservations; enters required data into computer;

2. Performs front desk duties including receiving payments, answering telephones and assisting customers, issuing keys for recreational facilities, issuing library books, providing information on facilities and buses, selling bus tickets;

3. Assigns and reviews work of Housing Clerk Is; may provide training;

4. Completes linen and supply reports, maintains linen control cards and ledger to support inventories; completes linen shipping and receiving reports and verifies billings; monitors linen contracts;

5. Delivers routine messages and delinquent notices; provides locator service; performs general office duties such as typing, filing, maintaining logs/records, answering telephones, and taking messages;

6. Documents receipts of revenue and keeps assigned bank funds secured; maintains daily log of events, maintenance, and emergencies;

7. Responsible for accurate housing billing and credits; records and posts payroll deduction payments to billing card and accounts receivable ledger; reconciles accounts;

8. Ensures accountability of cafeteria and vending receipts; rings out and proofs cash registers; programs registers with food prices;

9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;

10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office or housing areas while distributing messages, filing, etc.;

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time
Housing Clerk II

2. Frequent sitting at desk or computer while entering data, typing, completing paperwork, etc.;
3. Frequent lifting/carrying paperwork, files, or linens up to 10 pounds; occasionally up to 30 pounds;
4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;
5. Occasional climbing stairs to reach some areas;
6. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingerling while entering data into computer, typing, filing, answering telephones, etc.; may require occasional overhead reaching;
8. Constant use of sight abilities in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment; visual acuity in near- and mid-range vision required;
9. Constant use of speech/hearing in greeting/checking in customers, communicating with coworkers, supervisors, answering telephones, etc.

Mental
1. Frequent mental alertness, attention to detail, and accuracy required in completing all assignments;
2. Must be able to follow oral and written instructions and follow through on all assignments;
3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;
4. Must be able to read/write/speak English, record data, and complete logs and forms accurately;
5. Must possess basic mathematical skills and be able to handle money accurately and responsibly;
6. Must possess good interpersonal skills, be able to deal in a professional and efficient manner with all types of customers, coworkers, and management, both military and civilian personnel;
7. Must be able to deal with pressure of multiple priorities, frequent interruptions, and handling complaints;
8. Must be able to provide direction, training, and supervision to assigned personnel in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors at a reception/check-in desk or office setting.

Tools & Equipment Used: Personal computer, mainframe computer, printer, keys, linens, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and two years of related experience required. Previous supervisory experience desirable.

OTHER SPECIAL QUALIFICATIONS

Typing 25 words per minute net required. Computer skills including word processing and Lotus 1-2-3 experience preferred.