

TRINITY VALLEY COMMUNITY COLLEGE
100 Cardinal Drive Athens, TX 75751
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

POSITION NAME	<u>File / Scanning Clerk</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Scanning / File Clerk</u>
DEPARTMENT	<u>TVCC/TDCJ</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Palestine</u>
OFFICE (Bldg & Room #)	<u>Calhoun Bldg/TDCJ Dept</u>
OFFICE PHONE #	<u>903-723-7008</u>
OFFICE CONTACT HOURS	<u>8am-4:30 pm</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$7.25</u>
LENGTH OF EMPLOYMENT	<u>Spring, Summer, and possibly Fall semester</u>

QUALIFICATIONS Previous experience as a file clerk. Knowledge of alphabetical, numerical, and chronological filing methods. Strong organizational skills. Attention to detail. Integrity, discretion, and respect for confidentiality and privacy. Must be able to pass background check with TVCC and Texas Department of Criminal Justice.

ROLE/DUTIES/RESPONSIBILTIES Perform clerical duties of scanning documents or filing and copying certificates, maintaining and retrieving of all records and work files as needed or requested. Perform clerical functions of scanning all documents with due diligence. Filing and/or helping straighten up files of many kinds within the office.

*Student worker will be evaluated at the end of the semester or when student is no longer working.

