



Posting Notice

Personnel Requisition Details

Job Type Description:	Clerical Trainee
FLSA:	Non-Exempt
Secondary Title:	
Position Type	Staff Position
Division:	Business Admin. Div. - GB
Location of Position:	Green Bank, WV
Job Status:	Temporary Full-Time
FTE:	1
Length of Appointment:	Up to 3 months
Work Schedule:	Normal Business Hours
Amount of Travel Required:	None
Number of Positions Supervised:	0
Position Summary:	Provide basic clerical support for Green Bank business office.
Job Duties Summary:	Performs any combination of entry level clerical duties requiring general knowledge and application of various work methods and procedures. Illustrative duties may include, but are not restricted to, writing, typing or entering information into a computer to prepare correspondence or reports; preparing, issuing and sending out requests for information, policies, statements, and reports. Operating various office machines; opening and routing mail; answering telephone, conveying messages, and running errands; filing, sorting, stamping or numbering forms or documents by hand or by machine; and photocopying documents.
Competency Summary:	The candidate should desire to learn in a business office environment, deal with organizations of various backgrounds including state and local government and businesses. The qualified individual must have good communication and organization skills.
Minimum Education:	High School/GED required.

Preferred Education:	
Minimum Experience:	
Preferred Experience:	
Physical Demands:	Must be able to type at least 30 WPM and have experience/working knowledge of Microsoft Office Suite.
Work Environment:	Office
Requisition Number:	GB 508
Skills & Abilities:	Must have valid driver's license.
Internally posted through:	

The NRAO is an equal opportunity employer (M/F/D/V)