



# DC Government Career Opportunities

**Job Title:** CLERICAL ASSISTANT

**Requisition Number:** JO-1703-8159

**Grade:** 07

**Salary Range:** \$42,250.00 - \$55,462.00

**Promotion Potential:**

**Agency:** Insurance, Securities and Bank

**Location:** 810 1st St NE

**Area of Consideration:** Open to the Public

**Opening/Closing Date:** 3/1/2017 - 3/31/2017

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## Job Summary

**This is a union position.**

### INTRODUCTION

This position is located in the Department of Insurance, Securities and Banking Office of Policy and Administration. The Department is responsible for supervising District Insurance, Securities firms while fostering relationships with and attracting national and international financial and insurance businesses to the area.

### MAJOR DUTIES

Works in the mail room, receiving mail and correspondence. Determines the proper distribution, suspense dates, follow-up actions required, etc. Assembles and attaches background material from files for correspondence requiring the supervisor's attention. Completes mass mailings as needed. Weighs mail to determine postage, and then puts mail through stamp machine. Opens and reads mail in mail room to determine where it goes within the Agency. Forwards or delivers mail to Division or individual(s). Delivers mail containing checks for agent licenses to Consumer Licensing and Securities sends express mail each day, maintaining log of receipts for submission to the supervisor at the end of each month. Maintains log of specific express mail in Excel database.

Provides direct assistance to the department and office staff. Assignments will vary according to the particular needs of the department, and may be routine or involve several steps in a process. May establish and maintain subject matter files for the office in the absence of normally assigned staff, or as requested. Completes form certification letters to companies in the District of Columbia on a weekly basis.

Provides clerical and administrative support, including answering inquiries and providing information of a non-technical nature based on personal knowledge of the programs and functions of the office during periods when the Commissioner's Secretary is absent or as otherwise designated. Provides front-desk reception coverage on a rotating staff basis as scheduled.

### KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of correct grammar, spelling functions and required formats. Knowledge of basic word processing operations. Knowledge of Agency programs and personnel to ensure correct distribution of mail, correspondence and documents. Knowledge of clerical and administrative support functions to provide assistance during absences of other clerical/administrative support agency personnel. Knowledge of proper mailing policies and practices, including knowledge of postage machine operations. Knowledge of basic word processing operations.

### Work Environment

The work is primarily performed in mailroom setting that is well lighted and ventilated.

**PHYSICAL DEMANDS**

The work is primarily sedentary.

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