

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: File Clerk

SALARY RANGE: \$1,487.34 - \$1,993.18 Bi-weekly
\$38,670.84 - \$51,822.68 Annual

REPORTS TO: Support Services Supervisor

LOCATION: San Leandro, CA.

SPECIFIC DUTIES:

1. File material in client files.
2. Photocopy materials as necessary.
3. Sort and distribute department mail.
4. Maintain computer file.
5. Perform other related duties as needed.

QUALIFICATIONS:

- A. High school graduate or GED equivalent.
- B. Familiarity with office procedures.
- C. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.