

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**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**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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/fingering 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

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**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.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

## 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/fingering 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.