**Job Title:** Employer Services Assistant

**Section:** Employer Services

**Reports To:** Employer Services Manager

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to process charges and provide clerical and messenger support to the Employer Services Section.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for filing, scanning, and maintaining all Employer Unit files.
* Responsible for providing copies of records (Quarterly Returns) to Employers upon their request as approved by the Section Manager.
* Responsible for providing clerical support to the Employer Services Section.
* Responsible for logging in, updating and maintaining DH Briefing Spreadsheets.
* Responsible for hand delivery of Debit Advise, Delinquent Notices having shorter time period, Attorney’s letter and any other correspondences that need to be delivered to Employer immediately.
* Responsible for running errands at least twice a day
* Assist in locating files, finding reports, and sorting receipts.
* Perform clerical work in accordance with established procedures and as directed.
* Perform other tasks as assigned by the Employer Services Manager or the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

No.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have at least a two-year degree in Accounting, Office Administration, or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must be detailed oriented, have well-developed communication and interpersonal skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.