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| Job Title: | File Clerk  | Job Category: | Clerical  |
| Department/Group: | File Management  |  |  |
| Location: | Central NY  | Travel Required: | Locally for training  |
| Level/Salary Range: | $15.50/hr  | Position Type: | 30-40 hr/week |
| HR Contact: | Lauren Sandstrom  | Date Posted: | June 15, 2022 |
| Will Train Applicant(s): | Yes  | Posting Expires: | When filled  |
| Applications Accepted By: |

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| Email:lsandstrom@baystateorganic.org | **Working hours are flexible but must be conducted primarily Monday through Friday during daytime business hours.** |

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| Job Description |
| Baystate Organic Certifiers is accredited by the USDA to verify and enforce compliance with the USDA Organic Standards and grant farms and processors the use of the USDA Organic Seal. The File Management Department is the behind-the-scenes staff that maintains operation files and contact information databases, communicates with certified organic operations during the application process, and assists with outreach and marketing mailings, database construction, and email campaigns as the need arises. The ideal candidate will be very familiar with general computer use, MS Office, and word processing software as the agency transitions toward a fully digital system. Ability to adapt well to changes and learn new software quickly is a must. A forward thinking, proactive person that is willing to share ideas on how to increase productivity and make the organization more efficient is always welcome. This position will be a remote, home-based position once the candidate is sufficiently trained to maintain independent productivity. The training period is variable depending on the candidate’s ability to understand the systems and work involved, but typical in-person training lasts several weeks to several months. The in-person training is in the Cortland area. You must have the ability to transport yourself for the duration of the training. Role and Responsibilities* Transcribe typed and handwritten information from one document to another
* Save, sort, and organize electronic files
* Split and file PDF documents
* Data entry
* Audit data for accuracy
* Provide customer service by email and phone to current and prospective clients
* Prepare and send application documents to new and existing customers
* Mail merge documents and assemble mailings
* Scan paper documents, save and file the information in appropriate electronic folders
* Other duties as needed

Qualifications and Education RequirementsH.S. DiplomaBA or BS Degree (or currently enrolled in a degree or certificate program) or equivalent experience Proficiency in MS Office, Dropbox, and email Ability to maintain confidentiality and keep data and information secureExcellent customer service skillsClear verbal and written communication skills Preferred SkillsUnderstanding of Regulatory Processes Experience building, maintaining, and manipulating databasesInterest in organic agriculture or organic food production Additional NotesThis is an excellent position for someone interested in a career in the organic industry. Once trained, this person will have a foundation of familiarity with organic compliance for farms and processors, with access to staff possessing decades of experience. This position provides the opportunity for growth into other positions and careers as an organic inspector or compliance reviewer. Email: lsandstrom@baystateorganic.org for additional information  |