



**The Glenshire/Devonshire Residents' Association
Filing Assistant, Part-time/Temporary
Job Posting**

Seeking a part time/temporary Filing Assistant, with room for growth for the right candidate!

Job title: Filing Assistant, Truckee, CA
Status: Non-exempt/Part-time/Temporary
Shift: Flexible 6 - 12 hours/week
Pay Rate: \$15.00 - \$16.50/hour (based on experience)

Summary:
Assists the office team by performing the following duties

Essential Duties:

- Operates office machines such as computer, scanner, copier, telephone, etc.
- Assists in keeping current: scanning/filing, member information and supply inventory
- Organizes various records in an efficient manner enabling easy and quick retrieval.
- Searches for and retrieves information contained in files as requested.
- Copies records as needed.
- Other tasks as assigned.

[Filing Assistant Job Description](#)
[GDRA Employment Application](#)