



Job Title: Administrative Clerk-Scanner	Department: Administrative
Reports to: Board Operations Manager & Benefits Administrator	Effective Date: February 2026

Job Summary:

We are seeking a detail-oriented Administrative Clerk to support the Administrative Team and work collaboratively with the Benefits Team through file management, clerical duties, and serving as a backup receptionist. This position requires limited supervision and offers moderate latitude for initiative and independent judgment.

Duties/Responsibilities:

- Perform clerical duties of creating, scanning, and retrieving all Benefit files.
- Prepare, organize, and maintain both digital and physical documents in the appropriate filing systems.
- Enter data accurately and ensure high-quality digital scans.
- Maintain digital filing system, physical file room, and coordinate offsite storage needs.
- Primary backup to the receptionist; answer incoming phone calls, distribute calls to the appropriate personnel, greet and triage the needs of office visitors.
- Support Supervisor with various tasks and projects.
 - Assist with monthly Board meetings and quarterly Investment Advisory Committee meetings.
 - Format, edit, print, and prepare meeting materials.
 - Set up meeting rooms accordingly in advance, serve as the receptionist for the Board meetings and monitor guest check-ins.
- Receive deliveries, adhere to internal controls 2-person check-in process, and store in the appropriate location.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Strong organizational, time management, and multitasking skills required including the ability to plan, prioritize and execute multiple initiatives/deadlines autonomously and shift priorities as necessary. Extremely detail oriented.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Experience with phone, scanning, and electronic-related software with the ability to maneuver through basic computer-based applications.
- Excellent communication (verbal and written), interpersonal and professional interactive skills are necessary to perform at a high degree of proficiency.
- Capable of working with internal staff from other departments in a proactive and constructive manner.
- Ability to understand and execute all relevant policies and procedures in a consistent, timely, and objective manner. Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Adaptive to daily demands and adjust priorities as directed by management.



Education and Experience:

- High school diploma or equivalent required.
- Two years of related experience preferred.

Supervisory Responsibilities:

- None

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes retirement plans (a mandatory cash balance defined benefit plan through Texas Municipal Retirement System and a voluntary 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, health savings account, flexible spending accounts, health reimbursement account, paid vacation, holidays, sick time, and free parking.

Interested parties should email their resume to resume@dpfp.org. Please include "Administrative Clerk" in the subject line.

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