



Alaskan Copper & Brass Company  
1840 Dornoch Court  
San Diego, CA 92154  
(619)423-2546  
FAX(619)423-5310

We will be accepting applications for this job opening only between the opening and closing dates. Individuals who meet all of the requirements will be considered for an interview. Job applications may be filled out in person or online at [www.alaskancopper.com](http://www.alaskancopper.com) and sent via fax or scanned to [ksb@alascop.com](mailto:ksb@alascop.com) when completed.

**Date Opened:** December 3, 2018  
**Closing Date:** December 28, 2018

**Job Title:** File Clerk

**Pay Rate:** DOE

**Hours of Work:** Part-Time

**Location:** 1840 Dornoch Court, San Diego, CA 92154

**Job Summary:**

This person will file orders and PO's, as needed. Annually, they will box up previous fiscal year files. They will also be required to undertake organizational duties.

**Requirements To Be Considered For Position:**

1. Application must be filled out completely by the applicant.
2. Pass a pre-employment drug screen.
3. Meet all of the Required Essential Job skills/experience.

**Required Essential Job Skills/Experience:**

1. Must have a general understanding of filing documents.
2. Able to communicate effectively in English.
3. Accurate with detail and able to proofread well.
4. Able to move about, to collect and deliver paperwork as required.
5. Must be punctual.

**Required Essential Job Duties/Functions:**

1. Filing.
2. Boxing up and moving files.
3. May perform other general office duties as assigned.

**Desirable Job Skills/Experience:**

1. One year of general office experience.

**Job Accommodations:**

Considered on an individual basis.

**Physical Requirements:**

1. This position requires the following in a 8-hour work day:

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 0-5 minutes	1/4 to 1/2 hour
Walking: 15-30 minutes	1/2 to 1 hours
Sitting: 1 hour	2-4 hours

2. Movement of objects and strength required for this job:

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
6-10 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-3%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)

3. Required repetitive use of hands:

Simple Grasping: YES  
 Fine Manipulating: YES  
 Pushing & Pulling: NO

4. Repetitive Actions/Movements Involving the Feet:

Right Foot: NO  
 Both: NO  
 Left Foot: NO

5. Worker Positions Required in the Performance of this Job:

Climbing: NEVER	Stooping: OCCASIONALLY (1-33%)
Balancing: NEVER	Kneeling: NEVER
Bending: OCCASIONALLY (1-33%)	Crouching: NEVER
Reaching: CONTINUOUSLY (67-100%)	Crawling: NEVER



