

File Clerk

EnProVera Corporation is looking for a File Clerk. Perform file operations and maintenance including file storage, maintenance, interfiling, consolidations, and audits and searches and respond to file requests. Filing copies of naturalization certificates and notices and close out citizenship ceremonies. Providing support for the processing of forms and applications used in the adjudication process.

Desired Education: High School

Experience: 1-year Administrative or Clerical experience desired not required.

Minimum Requirements: High School

Clearance Desired: Public Trust

Location: Oakland Park, FL

*Need to be eligible to obtain a Public Trust Clearance. EnProVera Corporation will help obtain this. Must have clean criminal and credit background.