

Real Estate Clerk – Job Description Summary

Provides high quality service, defined as ensuring prompt and accurate transactions. Assists real estate department staff as required. Performs specific assigned jobs and actively supports a team environment by assisting other team members with a variety of duties as needed. Compiles and maintains records of real estate transactions by performing the following duties.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment