

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:**    **CLERK**

**DIVISION:**    Early Childhood Development

**PURPOSE:**    Provides clerical and office support services to Head Start program.

**QUALIFICATIONS:**

Education:    High School Diploma or equivalent. Degree or certificate from secretarial program preferred.

Experience:    Typing and filing experience, receptionist experience, and/or general office principles desired.

Skills, Abilities, and Knowledge:

- a.    Typing skills.
- b.    Computer skills and knowledge, specifically Microsoft Word, Excel and internet
- c.    Efficient use of the telephone.
- d.    Effective verbal and written communication skills
- e.    Ability to work on multiple tasks simultaneously.
- f.    Ease in dealing with the public.
- g.    Ability to exercise discretion and maintain confidentiality
- h.    Machine operation could include calculator, computer, photocopier, telephone, typewriter, fax, etc.
- i.    Good organizational skills

**REPORTS TO:**    Parent, Family and Community Engagement [PFCE] Manager

**SUPERVISES:**    None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration:    Considerable concentration intermittently.

Interruptions:    Occur frequently.

Physical Effort:    Medium physical effort (up to 30 pounds) in a predominantly sitting or standing position.

Confidential Information Used:    Personnel related information, child's health/mental health information, family  
Economic information, family environmental information.

Special Demands:    Potential eyestrain.

Special Requirements:    Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance  
documentation at hire. Valid PA driver's license, verification of car insurance coverage,  
as well as reliable transportation (validated yearly minimum).

Duties May include any or all of the following. This list is intended to be representative.

01.    Route mail and phone calls.
  - Answer phones and take messages.
  - Greet visitors and clients courteously.
02.    Mail applications for Head Start program.
03.    Type letters, memos and other documents.
  - Correspond with parents.
  - Type procedure books, reports, memos and letters.
04.    Assist with reports and maintenance of records.
  - Enter data, hours, etc. into computer files.
  - Tally forms.
  - Document results of surveys taken.
  - File enrollment records.
  - Maintain daily absentee record of field staff.
  - Input information into ChildPlus.
  - Review and coordinate the "in-kind" non-federal share documentation

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- 05. Operate office machines: fax, typewriter, computer, photo copier, mailing machines, laminator, etc.
- 06. Make requested changes to enrollment files.
- 07. Complete printing or copying jobs.
  - Copy documents for staff
  - Deliver paperwork and materials.
- 08. Attend required trainings.
- 09. Open and/or close office.
- 10. Greet visitors and other employees; maintain order of visitors.
- 11. Assist service area managers and supervisors with a variety of clerical duties.
- 12. Performs other related work as required or requested.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** C

**HOURLY WAGE:** \$10.29

**HOURS PER WEEK:** 40  
Possible non-traditional