

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

PAGE 1 OF 2

POSITION: **CLERK**

DIVISION: Early Childhood Development

PURPOSE: Provides clerical and office support services to Head Start/Early Head Start programs.

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 or Assistant Director

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, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid 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 mails and phone calls.
 - Answer phones and take messages.
 - Greet visitors and clients courteously.
02. Mail applications for Head Start/EHS program.
03. Type letters, memos and other documents.
 - Correspond with parents.
 - Type observations of instructors.
 - 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.

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. Opening and/or closing of 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: B**HOURLY WAGE:** \$15.35**HOURS PER WEEK:** 40
Possible non-traditional**EMPLOYMENT CLASSIFICATION:** Non-Exempt