

JOB DESCRIPTION

Page 1 of 2

Position: Clerk

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Assistant Director

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Clerk provides clerical and office support for the Head Start/Early Head Start Program and is responsible to develop and maintain systems ensuring smooth administrative function between center sites and the main office. The ideal candidate will be an organized individual with excellent verbal and written communication skills, who is able to manage multiple priorities. A strong commitment to customer service and the ability to interact with a varied group of individuals is essential.

Qualifications & Requirements:

Education: Minimum of a High School Diploma/GED with a Certificate in office administration or related field preferred.

Experience: Previous administrative experience and proficiency with Microsoft Office suite preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Demands: Moderate physical effort, lifting up to 30 lbs., in a predominately sitting or standing position.

Special Demands/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).

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

01. Route mail and phone calls, taking messages and greeting visitors courteously.
02. Mail applications for the Head Start/Early Head Start program.
03. Type documents and correspond with parents, including but not limited to, letters, procedure books, reports and memos.
04. Assist with compilation of reports and maintenance of records, review and total in-kind forms, file and update enrollment packages, maintain and report daily absent record of program staff.
05. Input information into the electronic data base system.
06. Complete printing/copying requests.
07. Open or close the office.
08. Provide clerical support to service area managers and supervisors.
09. Attend all professional development trainings, meetings and events as necessary.
10. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

\$15.45

HOURS PER WEEK:

40