

Trumbull Community Action Program

Job Description

Title of Position:	Clerical Assistant
Responsible To:	Head Start Director or Designee
Employee Type:	Hourly Non-Exempt

General Summary of Position:

The Clerical Assistant performs various clerical duties and program operations support activities, such as reception, mail processing, typing, filing, ordering supplies, inventory, and errands.

Primary Duties and Responsibilities of the Position:

- Monitor the door security system to greet and screen visitors.
- Inform pertinent parties of the arrival of visitors.
- Answer incoming phone calls politely and professionally and provide general information and/or transfer calls to the appropriate personnel or department.
- Take phone messages for unavailable personnel.
- Processing and logging incoming and outgoing mail.
- Writing and coding purchase orders.
- Ordering and receiving supplies.
- Maintaining supply and equipment inventory.
- Filing within various filing systems.
- Distributing requisitions for supplies.
- Completing work orders for copies, scanning, and faxing documents as directed.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

Secondary Duties and Responsibilities of the Position:

- Contacting Head Start parents regarding their children's absences and documenting the reason for the absence.
- Calling to arrange quotes for various services and supplies as directed.
- Draft and proofread written correspondence and other business writings for internal and external communications, and ensure all writings are professional and grammatically accurate.
- Complete general errands as needed.
- Attend additional trainings and professional development as requested.
- Assist in the recruitment and registration of potential program participants county wide.
- Other duties as assigned by direct supervisor and/or TCAP Head Start Management to accomplish the mission and goals of TCAP.

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Qualifications:

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Must possess at minimum a high school diploma or GED, some college courses preferred.
- 1 year of related experience preferred.
- Must be able to type at least 40 words per minute.
- Dependability, including excellent attendance and punctuality.
- The ability and commitment to maintain unwavering confidentiality.
- Proficient in general use of a variety of technology with the capacity to learn new technologies.
- Proficient with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Publisher.
- Must have the ability to perform all duties expeditiously, independently, and ensure effective follow through to successful completion with the assigned deadlines.
- Continuous demonstration of a positive, professional attitude and demeanor.
- Ability to routinely provide and accept constructive feedback to continuously improve results.
- Excellent verbal and written communication skills, applying active listening and attention to detail.
- Strong interpersonal skills with the ability to collaborate effectively with others.
- Must be proficient in professional business writing.
- Ability to sit at a desk working on a computer for prolonged periods of time.
- Capable of standing and walking frequently.
- Must be able to lift, push, pull, and occasionally carry up to fifty (50) pounds.
- Must possess a valid Ohio Driver's License, show proof of insurance, reliable on-site transportation, good driving record, and able to pass pre-employment background checks, and pre-employment and random drug screenings.
- Must be sensitive to the culture, needs, and economic challenges of children, families, and individuals with special needs in Trumbull County.

Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits package including hospitalization and agency pension plan is available after required waiting periods.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature