

POSITION DESCRIPTION

JOB TITLE:

Office Assistant/Data Input Clerk-CSBG/ECIP

SALARY RANGE: 6

REPORTS DIRECTLY TO:

Program Director

GENERAL DESCRIPTION:

This is a clerical position involving a variety of office duties.

SPECIFIC RESPONSIBILITIES:

1. Process incoming MIS forms - receive, sort and date; inspect for accuracy and completeness; input information from forms to computer.
2. Construct and maintain accurate participant and program/project documentation files.
3. Compile information for various reports; verify accuracy of support documents.
4. Operate computer, copier, calculator, and/or other office machines on a routine basis.
5. Answer telephone and take messages, if needed, answer routine information request; provide desired information or arrange for caller to contact the appropriate person. Place call as requested. Keep log of all phone calls.
7. Provide typed copy from written communications; type letters, reports, news releases, memorandums, announcements, etc. Proofread typed copy; correct spelling, grammar and punctuation.
8. Perform additional duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. High school diploma or equivalent.
2. Ability to type at least 60 wpm.
3. Ability to operate basic office and other job related machines, i.e., computer, copier, calculator, etc.
4. Ability to spell and use correct grammar.
5. Knowledge of basic office filing techniques and procedures.
6. Ability to do business related mathematics.
7. Ability to carry out written and oral instructions.
8. Ability to handle sensitive agency information in a confidential manner.

9. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.

I accept the duties and responsibilities as outlined in this position description. This position is not exempt from the overtime provisions of the Fair Labor Standards Act.

Signature of Employee: _____ Date: _____