

Job Description

CLERK/TYPIST

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Types, copies, and assembles correspondence, reports and other materials including program work plans, manuals and inventory lists, etc. Laminates program materials.
2. Tracks program records on Child Plus data tracking system. Files and maintains paperwork, including Home Visit Reports and inkind. Maintains up-to-date program and children's records. Assists with program monitoring of component files. Maintains confidentiality of family and program records and information.
3. Assists with check-in, marking, inventorying, and distributing of administrative and program supplies. Assists with inventory control/tracking for equipment.
4. Serves as program receptionist. Responsible for incoming calls and for transfer of calls to appropriate parties.
5. Maintains staff and program activity schedules.
6. Logs and distributes incoming mail and takes responsibility for outgoing mail.
7. Assists in the development of and preparation of forms, handouts, etc.
8. Maintains supply room and inventory and fills staff requests for supplies.
9. Assumes responsibility for the familiarity of and compliance with Head Start Performance Standards. Supports the agency's mission and philosophy.
10. To the extent able, performs such other duties and responsibilities as assigned by Supervisor, or as may be required under applicable agency programs, contracts, or grants. Ensures the health and safety of children during all program activities.

Nothing herein shall be construed as limiting the authority of the Director or a Supervisor from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

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QUALIFICATIONS

Requires education equivalent to completion of the 12th grade.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records, understand written program materials, and communicate with preschool children, clients, staff, the agency, and the public effectively.

Requires effective organizational and time management skills in order to accurately complete program records and submit required program materials according to agency time lines.

Requires reliable transportation, a valid Illinois drivers' license, and proof of insurance requirements for automobile insurance.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires the ability to lift, push, pull, and carry program materials and supplies in and out of offices, up to 30 lbs, or assess the lift load in order to ask for necessary assistance.

Requires the knowledge of office methods, practices, procedures.

Requires basic knowledge of business English, spelling and punctuation.

Requires the ability to type and file accurately.

Requires the ability to use the telephone, computers, calculator, copier, fax machine, shredder, and laminating machine.

Requires physical ability to sit and stand for long periods of time.

Requires the willingness/ability to learn new skills through workshops, conferences and resources to enhance job development skills.

REPORTS TO: Office Manager

EMPLOYED: 40 hours per week, 52 weeks per year

SALARY: _____

OVERTIME STATUS: Non-exempt

Revised – 5/19