

ORGANIZATIONAL & POLICY TEAM

JOB TITLE: Clerk Typist - Central Office

Working Hours: 8:30 a.m. - 5:00 p.m. Monday - Friday

Salary Range:

GENERAL DUTIES:

Under the supervision of the Head Start Secretary, the Clerk Typist will be responsible for performing duties that are necessary to maintain effective office routine.

SPECIFIC DUTIES:

1. Make and records long distance telephone calls as required.
2. Record telephone messages and notify appropriate personnel.
3. Record messages from visitors and notifies appropriate personnel.
4. Answer and screens telephone calls.
5. Type and proofreads correspondence.
6. Type and proofreads memoranda, reports, forms and other materials.
7. Record and types minutes of designated meetings as required.
8. Design variety of materials for program usage.
9. File correspondence, memoranda, reports, forms and other materials.
10. Maintain an accurate filing and information system.
11. Duplicate forms and other materials.
12. Operate office machine, copiers, postage meter, computer hardware and software, including word processors, and other office machines.
13. Prepare outgoing mail.
14. Requisition office supplies.
15. Maintain petty cash.
16. Recruit volunteers and in-kind contributions.
17. Recruit age eligible children for the Head Start program.
18. Assist in the classroom whenever it is deemed necessary.
19. Perform other duties as assigned.

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SUPERVISORY CONTROL

The Clerk Typist is responsible to the Head Start Secretary who is responsible to responsible to the Head Start Director.

The Head Start Secretary is responsible for evaluation on an annual basis.

OTHER SIGNIFICANT FACTS

1. Must have valid driver's license.

2. Must have a means of transportation.

3. Must have a current health card and annual physical.

4. Must obtain MVR within 15 days from the beginning of the school year or within 15 days of employment.

5. Must be able to lift at least 50 pounds or more.

6. Must be able to travel out of town and at night.

7. Ability to communicate effectively.

8. Must be able to work under supervision.

QUALIFICATIONS

1. Must type a minimum of 50 wpm.

2. Business School/Vocational/Technical School, Diploma/Certificate in business related field.

3. High School graduate.

4. Must have computer experience that will facilitate ready to use software.