

Job Summary:

Compiles data and operates typewriter or computer in performance of routine clerical duties to maintain business records and reports by performing the following duties.

Essential Functions:

- Types reports, business correspondence, forms, memoranda, and other material.
- Composes simple correspondence and memoranda independently.
- Files records and reports, posts information to records, answers telephone, and performs similar duties.
- Computes amounts and checks totals on report forms or bills.
- Duplicates materials and makes copies of completed work.
- Performs arithmetic calculations; uses calculator or 10 key machine.
- Posts, logs, and makes entries in journals or other records.
- Meets with clients, parents, staff, and gives information or referrals.
- Receives, sorts, and distributes incoming and outgoing mail.
- Maintains alphabetical index and cross reference files.

Knowledge and/or Abilities:

- **Ability to:**
 - Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - Write simple correspondence.
 - Effectively present information in one-on-one and small group situations to clients, and other employees of the program.
 - Speak, read and write in Spanish may be required.
 - Add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
 - Compute rate, ratio and percentage and to draw and interpret bar graphs.
 - Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
 - Deal with problems involving a few concrete variables in standardized situations.
 - Operate office machines, such as typewriter, computer and calculator.
- **Knowledge of:**
 - Computer word processing systems necessary;
 - Data base system desirable.

Work Environment/Physical Abilities: Employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- High School Diploma or General Education Degree (GED).
- Type 45 wpm

Certificates, Licenses and Clearances Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.