

WEBB COUNTY JOB DESCRIPTION

TITLE: Office Clerk

DEPARTMENT: Webb County Head Start

REVISION DATE: August 14, 2017

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

The Office Clerk position has diverse responsibilities in support of the Head Start / Early Head Start Program. This position serves a variety of general office/clerical/receptionist/mail delivery duties. The position is supervised by the Early Head Start / Head Start Director.

QUALIFICATION STANDARDS:

- Must have a High School diploma or GED.
- Experience working in an educational office is preferred, but not required.
- Ability to work with the AS400 for payroll purpose.
- Assist the Record Manager with submitting information to Treasurers Department, Auditor office, and Administrative Services Department.
- Assist Records Manager in the process of recruiting and hiring new staff.
- Ability to understand and follow oral and written instructions in English.
- Ability to develop and maintain effective working relationships.
- Must have a valid Driver's License.

ESSENTIAL DUTIES:

- Assists the Administrative Office staff with general office duties.
- Serves as office receptionist (answer telephones, greet visitors, receive and relay messages, efficiently organize work with minimal direction).
- Completes necessary reports in accordance with deadlines as assigned.
- Establishes and maintains files as required.
- Copies and collates material.
- Processes incoming/outgoing mail.
- Assists with meetings and workshops (prepares material, conference room, etc.)
- Operates a personal computer and standard office equipment.
- Safely and efficiently delivers documents between offices and vendors.
- Performs all other duties assigned by the immediate supervisor which are not designated above but are within the abilities and training of the employee in order to meet the department needs.

PHYSICAL REQUIREMENTS:

- Should have knowledge of proper lifting techniques and the ability to lift up to 45 pounds.
- Must have the ability to be standing up to two hours and have the ability to bend, turn, push/pull and stoop.

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE