ADMINISTRATIVE CLERK
JOB DESCRIPTION

Job Description

Graduation from high school, including or supplemented by training in modern office practices, and a minimum of two years of experience in providing office secretarial services.

Must be able to do the following:
Communicate effectively, both orally and in writing;
Answer telephone and serve as program receptionist;
Type a minimum of fifty (50) words per minute;
Maintain a systematic filing system of all program records;
Complete routine forms and reports;

Nature of Work

This is a full time position with hours of work and schedule to be determined by the administrative assistant based on program needs and budgeted resources.
Work involves responsibility for performing secretarial and receptionist duties for the Regina Coeli Child Development Center (RCCDC) administrative office.
The administrative clerk has no supervisory responsibility.
Supervision and evaluation of the administrative clerk is exercised by the administrative assistant to the executive director.
Training and technical assistance is provided by the administrative assistant and by means of training opportunities identified and made available through RCCDC.

Job Duties and Responsibilities

Answers telephone in a courteous and helpful manner, providing requested information, or referring the call to the appropriate source.
Assures that someone is trained, available, and ready to answer phones and assume receptionist duties before taking breaks.
Greets all visitors politely and pleasantly.
Assures that ALL visitors sign in and have a reason to be in the building.
Routes visitors to the place or individual with whom they need to meet.
Enters agendas, reports, and minutes from meetings into computer using word processing software as directed by the administrative assistant...
Files copies of all correspondence, agendas, minutes, reports, memoranda, and other program information systematically and timely.
Maintains files of all above records for the current and the two previous program/fiscal years.
Makes copies of forms, minutes, reports, handbooks, and other program information as needed for distribution to staff/centers as directed by the administrative assistant.
Prepares and mails notices and minutes to all Board members reminding them of monthly meetings one week in advance of meetings.
Prepares and mails notices and minutes to all Policy Council and Policy Committee members reminding them of meetings one week in advance of meetings.
Contacts appropriate committee members by written notices and telephone to notify them of committee meeting dates.
Maintains an inventory of office supplies in the office commons area necessary for ongoing administrative office operation.
Maintains all office equipment in good working order, and arranges for repair services on all equipment as needed.
Receives incoming mail daily from the mail box.
Opens, sorts, and distributes all mail to the appropriate individual, with the exception of the bank statement which shall be delivered unopened to the Financial Controller.
Restrictively endorses all incoming checks, and records all revenue received by the program in the computerized cash receipts journal.
Picks up any packages, certified, registered, or postage due mail from the Post Office within the next working day after receipt of notice from the mailman.
Assures that all outgoing mail is placed in the mail box or taken to the Post Office in a timely manner each working day.
Maintains copies of all current forms, Performance Standards, manuals, etc. in an orderly fashion, and distributes them to centers as needed.
Receives all incoming inter-office mail from centers and distributes it to the appropriate staff/department.
Enters data into computer tracking systems as required by the administrative assistant for program systems analysis.
Balances the Employee Benevolent Fund checking account monthly.
Assists in conducting inventory of RCCDC assets and maintains changes to inventory records of assets/locations.
Attends meetings as required with the management team staff.
Works cooperatively with other staff in order to keep abreast of program directions and to coordinate a unified program effort by the grantee.
Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.
Performs any other tasks deemed necessary by the administrative assistant to executive director.

**Job Classification and Compensation**

This position is assigned to Range 13 of the current pay plan.
This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.
It is understood that the incumbent will work the hours as prescribed in the signed Statement of Hours and Times to be Worked.

Approved by RCCDC Board 10-12-05; Policy Council 10-18-05