

## JOB DESCRIPTION Program Clerk

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| 1. Little Dixie C.A.A.   | 2. Program: Head Start/Early Head Start |
| 3. Reports To: Assistant Director  | 4. Title: Program Clerk                 |
| 5. Grade: 3  | 6. Date: August 14, 2015                |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Non-Exempt                   |

### JOB SUMMARY:

The Head Start/Early Head Start (EHS) Program Clerk performs data collection and input of various items and executes secretarial duties of a varied nature.

Ability to read, speak and write with proficiency in English language. Ability to articulate verbally and in writing. Provide and maintain a safe environment. Maintain regular attendance.

### ON THE JOB SKILL REQUIREMENTS:

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

### ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

### DUTIES AND RESPONSIBILITIES:

1. Assist administrative staff with preparation of training materials. Monitor and follow up on projects for coordinators and director.
2. Type, proof read, and file letters, reports, program proposals or other materials from rough draft or corrected copy.
3. Prepare all correspondence for mailing as necessary, duplicate correspondence, forms and other materials as needed.
4. Prepare and submit invoices for payment ensuring that required documentation and authorization is attached.
5. Assist program secretary with Policy Council preparation; mailing meeting announcements, calling council members, ordering and setting up lunch as needed.
6. Assist with logistic preparations and sign-in-sheets for In-Service training, staff meetings as needed.
7. Maintain record-keeping system for inventory and in-kind. Prepare spreadsheets as necessary.
8. Complete data collection and input of In-Kind and CapPilot. Complete various other data collection and input including producing reports as requested.

9. Order and maintain administrative office supplies. Complete monthly inventory of ink, toner, and administrative and teacher/classroom supply rooms. Ensure supplies are available for use when needed. Complete Informal Cost Comparisons, process claims for payment and submit Purchase Order/Payment Vouchers for supplies purchased.
10. Assist teachers and staff with minor technology issues as necessary. Maintain master list of LDCAA, Inc. email addresses and passwords. Maintain and operate all office and center machinery (laminators, copy machines, etc.).
11. Collect copies of updated driver's licenses and auto insurance cards from staff as needed.
12. Greet office visitors pleasantly and appropriately, answer the telephone, route calls and visitors, give the public information regarding program services.
13. Maintain and assist in maintaining in-kind reports and other record keeping and reports as required. Keep all records, documents and family information confidential. Participate in program training and staff meetings as required.
14. Smoking will not be allowed on Head Start property. Additionally, no vulgar language is allowed. Cell phone use will be limited.
15. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
16. Provide all information requested for program documentation in a timely manner.
17. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
18. Recruit on behalf of Head Start by following recruitment procedures. Post flyers, signs, and Head Start applications in community.
19. Continue professional growth by participating in training programs, workshops and conferences as the budget allows. Attend and participate in in-service training and any other trainings, meetings or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.
20. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Head Start/Head Start and Little Dixie Community Action Agency, Inc.
21. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

#### **SUPERVISORY RELATIONSHIP:**

The Program Clerk reports directly to the Assistant Director and exercises no supervision over other employees.

#### **EDUCATIONAL AND OTHER QUALIFICATIONS:**

1. Must have an Associates degree in computer science or related field.
2. General knowledge of spelling, punctuation, grammar, simple accounting procedures and office procedures and practices.
3. Must be computer literate and demonstrate knowledge in word processing and spreadsheet applications.
4. Ability to follow oral and written directions ranging in degree from simple to complex
5. Demonstrate the ability to establish and maintain effective working relationships with office and classroom staff and with the public.
6. Basic skills in operating most standard office equipment with reasonable speed and accuracy.
7. Must have reliable transportation, valid driver's license and auto insurance.
8. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect;

possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.

*In lieu of education requirements, experience may be considered.*

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)