

# Job Description

## Enrichment Services Program, Inc.

**Job Title:** Program Clerk

**Date:** July 2008

**Department:** Early Childhood & Family Services

**Classification:** Non-Exempt

**Job Reports To:** Director, Dept. of Early Childhood & Family Services

### Job Summary:

Incumbent performs a full range of clerical services and assists the Administrative Assistant and Director of Early Childhood & Family Services.

### Major Responsibilities/Activities:

- Prepare and review In-kind donations.
- Establish and facilitate the implementation of a filing and record keeping system.
- Monitor, evaluate, and facilitate corrections of discrepancies in filing and record keeping system.
- Maintain a binder with a copy of external written correspondence.
- Ensure the processing of Requisition Requests.
- Prepare program information, input data, copies, files, fax, etc.
- Maintain access to programmatic computer databases as required.
- Perform other duties as assigned by the Director, Dept. of Early Childhood & Family Services

### Minimum Requirements:

- High School Diploma or General Education Degree (G.E.D.).
- Associate Degree (A.A.) or equivalent from a two year college or technical school preferred.
- Minimum of one year experience in a clerical position or related field.
- An equivalent combination of experience and education will be accepted.

### Essential Mental Functions:

- Ability to type 55 words per minute.
- Detail oriented with strong written, verbal and interpersonal skills.
- Knowledge of and ability to apply general office organization and administration skills.
- Ability to utilize computer software such as Microsoft Office Word, Excel, PowerPoint and internet software.

**Essential Physical Functions:**

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Used:**

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

**Additional Comments:**

Acknowledged by \_\_\_\_\_ Date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*