

## **MountainHeart** Job Description

**Job Title:** Office Clerk  
**Department:** Birth to Three  
**Reports To:** Director  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 3

**Summary:** Responsible for performing clerical and administrative duties in an office setting. Assists in sorting mail, filing, answering phones, greeting clients, scheduling meetings, and inventory/ordering/stocking office supplies.

### **Essential Duties and Responsibilities**

- Filing duties.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities as requested.
- Answer telephone and route calls to appropriate person.
- Take and deliver messages.
- Assist in organizing office activities.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail system and personal computer.
- Sort and distribute incoming mail.
- Schedule meetings and conference rooms.
- Perform date entry.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Restock supply closet.
- Other duties as assigned.

### **Supervisory Responsibilities:**

This position has no supervisory responsibility.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Confidentiality – Must maintain confidentiality in and outside the office setting.

Updated: August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent telephone skills, and familiar with office equipment. Must have good recall memory, typing, organizational and listening skills.

**Education and/or Experience:**

High school diploma or equivalent.  
Must have valid driver’s license, clear criminal background and APS/CPS check.

**Language Skills:**

Ability to write reports and other written communication. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to stand, sit, reach, pull, push, bend, stoop, and squat. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

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Employee Signature

Date