

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

POSITION:	OFFICE CLERK	GRADE:	4
COMPONENT:	<hr/> CSBG	STATUS:	<hr/> NON-EXEMPT
REPORTS TO:	<hr/> CSBG DIRECTOR/HUMAN RESOURCES	DATE REVISED:	<hr/> 08/22/08

I. INTRODUCTION:

Under direct supervision of the CSBG DIRECTOR AND Director of Human Resources, acts as a receptionist and assists the CSBG AND IDC Administrative staff.

II. DUTIES AND RESPONSIBILITIES:

1. Handles telephone calls and refers them to proper resources as they relate to CSBG and LIHEAP.
2. Receives clients and visitors and refers them to the proper individual or department.
3. Works with the mail system. (Opening mail and posting)
4. Assists Human Resources Director and Executive Administrative Assistant.
5. Assists Fiscal with incoming checks, stamps for bank, copies, then makes bank deposits.
6. Assists Fiscal with vendor checks, matching to vouchers, and mailing.
7. Assists Fiscal with preparing payroll checks for mailing.
8. Orders office supplies and purchases items for the IDC and CSBG and other programs as necessary.
9. Responsible for assisting with Board packets and program correspondence as necessary.
14. Processes office correspondence and files.
15. Performs other assigned duties and or tasks as deemed necessary.

III. HOURLY RATE: \$11.00-16.00

IV. QUALIFICATIONS:

A. ENTRY:

1. High School Diploma or equivalent.

B. DESIRABLE

1. Associate degree in Business and 5 years' experience in Clerical work.

Signature

Date