

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: SECRETARY/RECEPTIONIST

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: EXECUTIVE ASSISTANT

ISSUE DATE: 5/14

GENERAL POSITION SUMMARY:

This position is responsible for the reception duties; general and clerical support services as directed by the Supervisor.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Present a professional appearance and demeanor.
- Answer multi-line telephone system and manage voice mail transfers.
- Maintain an orderly work area and keep it free of food and beverages.
- Relay calls and accurate messages in a timely manner.
- Know staff and their positions.
- Greet and direct clients/vendors/visitors.
- Assure the reception desk and telephone are covered at all times.
- Operate office machines, i.e. fax, copiers, calculator, computer, etc.
- Input/prepare assigned projects.
- Must be familiar with Microsoft Office Word software, the Internet, and email.
- Oversee maintenance of current Career Development files on site.
- Prepare and take mail daily.
- Maintain postage balance monthly in the on-line mail account.
- Distribute mail, fax, and other correspondence daily.
- Distribute payroll and accounts payable checks as needed.
- Follow operations manual for this position.
- Assist and/or print program e-forms as requested.
- Maintain a clean, orderly, and safe work environment.
- Record and enter data for the kitchen production sheets.
- Must be able to give and receive information in a positive manner.
- Other duties as assigned by the Supervisor.

SECONDARY FUNCTIONS:

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent LCECP in a positive manner.
- Must be able to read, understand and implement professional materials.

SECONDARY FUNCTIONS: cont...

- Be conscientious in looking for In-kind opportunity and record In-kind services appropriately to the agency.

SUPERVISORY RESPONSIBILITIES:

NONE

INTERPERSONAL CONTACTS:

- It is an expectation of the person in this position as it is of all LCECP employees that while performing their duties they assure that all adults and children are treated with unconditional positive regard.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP's policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Must be computer literate.
- Be willing to learn new software.
- Must have excellent telephone manners or be willing to learn.
- Must have good organizational skills.
- Must be able to multi-task in several areas at one time such as phone, computer, etc.

EDUCATION AND EXPERIENCE:

- Read, write and speak adequate English to complete necessary plans and records, as well as be able to communicate effectively.
- Prefer one year of office experience.
- Must have knowledge of computers and computer software.

JOB CONDITIONS:

Persons holding this position:

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- Must possess a valid driver's license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must be able to lift up to 50 pounds in emergency situations.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting		X			
Standing		X			
Walking	X				
Running	X				
Bending/Crouching		X			
Kneeling/Crawling	X				

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#		X			
10-25#	X				
25-50#	X				
50-75#	X				
75+#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot		X			
Humid	X				
Cold		X			
Wet/Damp	X				
Machinery*		X			
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)	X				
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Basic math, simple fractions such as measurements, ability to perform additional subtraction, multiplication, division, and percentages using a calculator.

Language Requirement

- Ability to give and receive written and spoken instructions. Ability to write simple correspondence. Ability to speak to small groups informally.

Reasoning

- Ability to make decisions based on set rules with one or two simple variables.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.

Employee' s signature

Date

I have gone over this job description with this employee

Supervisor' s Signature

Date

Date of Board Approval: 5/16/2014

Date of Policy Council Approval: 5/23/2014