

CHILD DEVELOPMENT CENTER CLERK

DEFINITION

Under the direction of assigned supervisor/manager, perform a variety of difficult clerical tasks related to the operation of the Child Development Center.

TYPICAL DUTIES

Schedule enrollment appointments with each parent to complete eligibility forms to meet funding source requirements of the State Department of Education Child Development Division and related programs; review, proof and approve childcare applications and forms for accuracy, completeness and eligibility according to State Department of Education and Center guidelines, while maintaining confidentiality; communicate with customers, employees, and other individuals to disseminate or explain information, and provide Center program information and assistance; receive and screen parents, students, and visitors at the Center; establish and maintain a variety of records, logs and files related to assigned functions; compile, copy, sort, and file records of office activities, business transactions, and other activities; maintain file for each child to meet the State Department of Education and related program requirements; compute, record, and proofread data and other information; review files, records, and other documents to obtain information to respond to requests; prepare monthly reports for the District and external agencies; prepare and type reports, memoranda, correspondence, requisitions, work orders, time sheets, absence reports and other documents; complete work schedules and revisions for employees and arranges appointments for staff and students; evaluate and process childcare schedule changes for parents/students; track children enrollment and attendance numbers to ensure compliance with ratios set by licensing agencies; answer telephone, respond to requests, deliver messages, and run errands; operate office machines; process and post outgoing mail and distribute mail, packages, and other materials; complete and mail childcare invoices; order materials and supplies; oversee and train temporary employees as required; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of general clerical experience directly related to the duties of the position.

One year of experience is equal to 12 months of experience at a maximum of 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

One year of college level business, office technology, or related course work from an accredited institution may be substituted for up to one year of the required experience.

One year of education is equal to 30 semester units.

KNOWLEDGE OF

Applicable policies, regulations, procedures and processes and applicable federal, state, and local laws and regulations governing the operation of a children's center; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the

meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; letter and report preparation and writing; use of technology to effectively perform responsibilities.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience;; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; learn, interpret, and apply specific rules and policies with good judgment; operate office equipment common to the area assigned; use correct English and spelling; ; effectively train, assign and oversee the work of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.