

Position: Receptionist/Office Clerk

Job Status: Grade 1-3, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

II. Minimum Qualifications:

- Should keyboarding skills (50 words per minute) and possess clerical skills inherent with a position of this nature
- Should possess a pleasant personality
- Must have knowledge of Microsoft Office Suite
- Must pass Criminal History check

III. Specific Responsibilities:

1. Performs data processing and clerical functions as assigned
2. Answers telephone and refers calls to proper person
3. Relieves the Receptionist as required
4. Performs such other tasks in line with the position as assigned by the immediate supervisor
5. Other duties as assigned

Immediate Supervisor: Program Executive Secretary

Date of Approval _____