

EMPLOYMENT OPPORTUNITY

Position	CLERICAL SPECIALIST
Department	Executive Office
Reports to:	Executive Assistant
Job Summary	<p>Under general direction, performs clerical/secretarial duties that support efficient day-to-day operations of the front desk/reception area; including appropriately greeting, welcoming, directing and announcing visitors; answer, screen and forward incoming phone calls, while providing basic information as needed; receive, sort and distribute daily mail and deliveries; process outgoing mail, including compilation of monthly postage report; maintain office copiers, including compilation of monthly copy count report; update and maintain Agency directory as needed; support Head Start In-Kind Administrator; validate parking for visitors; compile monthly cost report; open and closing responsibilities, including main door and phone system; perform other clerical duties as assigned (proofreading, filing, photocopying, collating, faxing, etc.)</p>
Requirements	<p>Completion of secondary education with course work in office practices and procedures and one (1) year experience in a clerical position or equivalent combination of training and/or experience. Qualified candidates will be proficient in Microsoft Office Suite, punctual, computer literate, possess a professional demeanor and appearance, strong written and verbal communication skills, ability to be resourceful and proactive in dealing with issues that may arise, ability to organize, multi-task, prioritize and work under pressure. Summit County Residency. Fingerprint and background checks conducted.</p>
Pay Rate	\$12.41 per hour
Benefits	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification/FLSA	Regular, Full-time, Year Round, Non-Exempt
POSTING DATES	01/10/2017 – Continuous Until Filled
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 Or , E-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org

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