



Central California Child Development Services, Inc.

2250 Rockefeller Dr., Ste 1 P.O. Box 2540, Ceres, CA 95307 (209)581-9000 Fax (209) 581-9009

POSITION ANNOUNCEMENT

Position: Center Secretary (Year-Round)

Deadline: 03/01/2013 (External/Internal)

Qualifications Required: Equiv. to the completion of specialized secretarial courses. Ability to speak, read, write English/Spanish is required. One year of experience in performing a broad range of clerical duties is required.

Location: Turlock Center

Salary Range: \$10.79 - \$13.48/hr.

ESSENTIAL FUNCTIONS, MAJOR DUTIES AND RESPONSIBILITIES:

- Provides secretarial support to center staff, makes appointments, schedules meetings, and maintains center calendar.
- Translate, Spanish/English, types proofreads and processes a variety of documents including attendance, AFDC Tracking, payroll timecards, purchase orders, parent fees, inventory, absence verification, general correspondence, memos and newsletters.
- Responds to information regarding program services, makes telephone calls, composes short letters.
- Acts as a receptionist, translator, screens calls and greets visitors.
- Compiles and summarizes dates for special projects and various reports.
- Maintains a variety of files and records for information.
- Maintains records of money due and received.
- Maintains inventory of necessary center forms and office supplies.
- May provide secretarial assistance to Center Parent Committee meetings.
- Assists in Program Information Report (PIR).
- Assists in recruitment and registration.
- Receives sorts and distributes mail.
- Attends staff meetings and inservice training.
- Maintains confidentiality.
- Consistently supportive of agency and its policies.
- Must have consistent and regular attendance.
- Must demonstrate ability to work well with others.
- Other duties as assigned.

POSITION QUALIFICATIONS:

Knowledge of:

- Organization, procedures and operating knowledge of the program.
- English/Spanish usage, spelling, grammar and punctuation.
- Modern office methods, procedures and equipment, including computers.

-Record keeping principles and procedures.

Ability to:

- Understand the organization and outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Speak, read and write Spanish is required.
- Clarify and apply program policies and rules.
- Type accurately at a speed of 40 words per minute.
- Operate a computer.
- Analyze situations carefully and adapt effective courses of action.
- Understand and follow oral and written instructions.

Physical Requirements:

- Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended amounts of time.
- Facility to see, read and distinguish colors, with or without vision aids, a computer screen, instructional materials, rules and policies and other printed matter.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to dial a telephone, and enter data into a computer.
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgment and decisions; and to evaluate the results of decisions and judgement.
- Annual TB clearance.

Note: This list of essential job functions and physical requirements is not Exhaustive and may be supplemented as necessary in accordance with the Requirements of the job. CCCDS adheres to the provisions of the ADA regarding reasonable accommodation procedures.

BENEFITS: **Eligible on 1st day after the 3rd month of employment.**

APPLICATION PROCEDURES:

All applications must be fully completed and submitted on an official Central California Child Development Services application form, which is available at 2250 Rockefeller Drive, Suite 1, Ceres, CA 95307. Resumes may be attached. Telephone (209) 581-9000. Current employees (**Who are already in this position**) interested in being considered for a transfer to this position must submit a written transfer request form to the Executive Director by the internal deadline date.

DATE POSTED: 02/22/2013

AN EQUAL OPPORTUNITY, AMERICAN WITH DISABILITIES ACT EMPLOYER

Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.