

RECORDS CLERK I (Flyer #13-132)



Bilingual in Spanish Necessary

**JOB LOCATION: RICHGROVE CHILD DEVELOPMENT CENTER
20812 GROVE DR., RICHGROVE, CA 93261**

5 hours per day, 5 days per week, 226 days per year (12 months)

PART TIME - NO BENEFITS OFFERED

SALARY RANGE:

\$9.15 – \$11.12 per hour (Initial Salary placement not to exceed step A)

Placement on salary schedule is dependent upon education and related paid work experience.

APPLICATION DEADLINE: OCTOBER 3, 2013 @ 4:00 PM

Applications received after this date *may not* be considered.

***** ON-LINE APPLICATIONS ONLY *****

Apply at www.edjoin.org

MINIMUM QUALIFICATIONS:

- Type a minimum of 45 words per minute. Must provide proof of typing speed (test to have been administered within last 12 months)
- High School Diploma or GED
- Computer literate – preferably Microsoft Office 2000 or higher
- Ability to answer multi-line phone system and transfer calls
- Ability to stay focused in busy office environment
- Good interpersonal skills
- Ability to speak, read, and write both English and Spanish
- Valid California Driver's License, dependable car, and liability insurance

RESPONSIBILITIES:

- Type, proofread and process a variety of documents including business correspondence, memos, bulletins, reports, forms, and other materials as assigned.
- Answers/greets staff, visitors, clients, children and parents to furnish information and refer to the proper sources.
- Operates standard office machines including computer, fax machine, printer, answering machine binding machine, calculator to complete essential functions.
- Collect, enter and maintain data in computerized data management systems.
- Files records and reports, posts information to records,
- Answers telephone, and performs similar duties.
- Computes amounts and checks totals on report forms or bills.
- Duplicates materials and makes copies of completed work.
- Performs arithmetic calculations; uses calculator or 10 key.
- Posts, logs, and makes entries in data bases, journals or other records.
- Receives, sorts, and distributes incoming and outgoing mail.
- Maintains alphabetical index and cross-reference files.
- Perform related duties as assigned

KNOWLEDGE OF:

- Modern office methods, practices and procedures
- English word usage, spelling, grammar and punctuation
- Offices and records management systems
- Receptionist and telephone techniques
- Computer word processing systems, data bases, and/or spread sheets. (Microsoft products preferred)

ABILITY TO:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, policies and procedures.
- Compose correspondence.
- Effectively present information in one-on-one and small group situations to clients and staff.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, and percent and to draw and interpret bar graphs.
- Deal with problems involving a few concrete variables in standardized situations.
- May be required to have bilingual language skills to speak, read, and write Spanish.
- Collect, enter and maintain data in computerized data management systems.
- Analyze situations accurately and develop an effective course of action.
- Establish and maintain effective working relationships with staff, families and other agency personnel.
- Use patience, tact and respect when dealing with people of various socioeconomic and cultural backgrounds.
- Communicate effectively, both verbally and in writing.
- Prioritize workload and manage deadlines.

APPLICATION PROCEDURE:

Eligible in-house applicants who submit application within five (5) days will be given first consideration.

Interested applicants are required to submit the following documentation.

- On-line Application
- Copy of High School Diploma or GED.
- Typing Certificate showing at least 45 AWPM. (on-line typing certificates are not accepted)
- Letters of recommendation. (One professional letter and one personal letter is required; not applicable for current employees)

INCOMPLETE APPLICATIONS WILL NOT BE SCREENED FOR INTERVIEW CONSIDERATION.

Early Childhood Education Program
7000 Doe Ave. Suite C
Visalia, CA. 93291
Office: (559) 651-3001 - Fax: (559) 651-3984

EMPLOYEE BENEFITS FOR FULL TIME EMPLOYEES

SALARY:

There is a 5-step salary range for each position with approximately 5% increase between steps. Employees earn longevity steps at the end of 10, 15, 20, 25, 30, 35 and 40 years of continuous service.

VACATION:

.83 days per month; calculated into monthly salary.

HOLIDAYS:

10 month Center Based Full-time employees receive **13 paid holidays** per year.

12 month Center Based Full-time employees receive **14 paid holidays** per year.

SICK LEAVE:

Full-time employees earn 1 day of sick leave per month, with unlimited accumulation.

INSURANCE:

A group Health, Vision, and Dental plan is available for all employees who work a minimum of 30 hours per week. Employees and their dependents are covered by the health insurance at a minimum cost.

RETIREMENT:

Employees who work for a minimum of 20 hours per week are members of the Public Employees' Retirement System or the State Teachers' Retirement System. Employees who work less the 20 hours per week contribute to Social Security (FICA). Employees also contribute a small percentage to Medicare.

MILEAGE REIMBURSEMENT:

Employees required to use their private vehicles for business receive reimbursement for mileage

NOTE: Applicants must submit required credentials and/or proof of qualifications to be considered in the selection process. All applicants will be required to pass a Criminal Record Clearance (State & Federal fees are the responsibility of employee), and agency sponsored physical examination post offer.

SUCCESSFUL CANDIDATE IS REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION
EQUAL OPPORTUNITY EMPLOYER

Tulare County Office of Education
Jim Vidak, County Superintendent of Schools