

## Job Description

**Title:** Programs Clerk  
**FLSA Status:** Non-Exempt  
**Position:** Full time

**Department:** Programs  
**Reports to:** Center Supervisor  
**Location:** Service Center

### Job Summary:

The Programs Clerk serves in a support capacity and may independently handle a variety of situations involving administrative functions for the Service Center.

### Essential Duties and Responsibilities:

- Enters data from source documents into computer
- Compiles, sorts and verifies accuracy of data to be entered
- Keeps record of work completed
- Transmits entered information into database
- Provides routine office support such as making copies, faxing, answering telephones, prepares correspondence for mailing and delivering and picking up correspondence
- Performs related duties as required

### Skills and Abilities:

- Accountability
- Flexibility
- Oral, Written and Listening Communication Skills
- Problem Solving Skills
- Ability to operate standard office equipment

### Computer Equipment and Software Requirements:

- Microsoft Office Suite

### Experience and Training:

- High School Diploma or Equivalent
- Minimum of two years of administrative experience
- Knowledge of data gathering techniques to obtain technical and administrative materials for organizational use
- Knowledge of principles and practices of organization, planning, records management and research

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date