



## Developmental Client Care Industries

<b>Job Title:</b>	Clerical	<b>Normal Work Hours:</b>	8:00 am – 5:00 pm
<b>Reports To:</b>	Supervisor	<b>Job Location</b>	Moreno Valley
<b>Starting Salary:</b>	Varies	<b>Job Location Address:</b>	Corporate Office
<b>Minimum Requirements:</b>	Must be at least 18 years of age. Read and write, follow verbal instructions. Must have a working telephone. Must have own transportation.		
<b>Review Date(s)</b>	Annually after 90-day Review		
<b>Fringe Benefits</b>	Vacation Paid Sick Leave (per California Law) Workers Compensation Insurance Disability Insurance	Health Insurance (per the Affordable Care Act) Vision & Dental Insurance (F/T, after 90 days) 401k (after one year)	

### Job Description

#### Role and Responsibilities

- To provide administrative and clerical support to ensure the efficient operation of the department or office.

#### Duties and Responsibilities

- Answering and directing phone calls
- Making phone calls
- Taking and distributing messages
- Organizing and scheduling appointments
- Organizing and coordinating meetings
- Handling inquiries and incoming work requests
- Reviewing files and records to answer requests for information
- Checking and distributing documents and correspondence
- Receiving, sorting and distributing incoming mail
- Maintaining filing systems
- Compiling records of office activities
- Photocopying, scanning and faxing
- Sending emails
- Preparing and sending outgoing mailings and packages
- Typing documents and correspondence
- Checking and entering data
- Updating and maintaining databases
- Coordinating work flow
- Controlling basic accounting functions such as checking invoices and making deposits
- Managing petty cash
- Monitoring and ordering inventory of office supplies
- Keeping office area neat and tidy

Employee Name (printed) \_\_\_\_\_

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