



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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Human Resources

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**Cynthia W. Burton**

Executive Director

April 28, 2021

## **JOB ANNOUNCEMENT**

**Title:** Clerical Assistant

**Location:** CSP Choctaw County

**Employment Classification:** Regular, Part-Time

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** This is a Grade Level 10 position on the CSP Salary Scale with a pay range of \$8.92-\$9.74. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 752-1015 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**DEADLINE to apply:** Wednesday, May 12, 2021 at 6:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. EOE AA M/F/Vet/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin

# Community Service Programs of West Alabama, Inc.

## Job Description

<b><u>Position Title:</u></b>	Clerical Assistant
<b><u>Department:</u></b>	Supportive Services
<b><u>Reports To:</u></b>	County Coordinator
<b><u>Employment Classification:</u></b>	Regular, Part-time, Non-Exempt, Non-Safety-Sensitive
<b><u>Grade/Salary:</u></b>	Grade Level X – Level 1–12; Range \$8.92 to \$9.74 per hour

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## **Summary of Duties**

The position is responsible for providing support functions to the specific county office in the Supportive Services department. The position requires the ability to communicate in a polite, pleasant, tactful and grammatically correct manner, under sometimes trying circumstances, with the ability to maintain confidence.

## **Essential duties and responsibilities: *other duties may be assigned by the supervisor***

- Receive and direct telephone calls, provide information and refer callers to appropriate agencies and personnel;
- Schedule and confirm appointments for all Supportive Services Programs offered in the service area, according to guidelines established by the County Coordinator;
- Monitor schedules for errors or overbooking; assess and make adjustments accordingly;
- Receive and distribute incoming mail, and prepare outgoing mail for pickup or delivery;
- Perform other duties as assigned by the supervisor, verbally or in writing.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Education and Experience:**

- Possession of a High School Diploma or equivalent.
- Basic working knowledge of current Microsoft productivity software, including Word, Excel, Outlook and Internet Explorer.

## Job Description, Clerical Assistant

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**Supervisory requirements:** None.

**Certificates, Licenses, Registrations:**

- ◆ Valid Driver's License with liability insurance.
- ◆ Serviceable automobile.

**Language Skills:**

- ◆ Ability to communicate to diverse populations.
- ◆ Ability to effectively present information to program participants, visitors, vendors, etc. with exceptional customer service skills.
- ◆ Ability to communicate in large and small group settings.

**Mathematical Skills:**

- ◆ Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- ◆ Ability to analyze problems confronted by program participants.
- ◆ Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- ◆ Ability to develop effective working relationships with staff members and program participants.
- ◆ Regular and predictable attendance.
- ◆ Knowledge of CSP programs and services.
- ◆ Sensitivity to multi-racial and multi-cultural issues.
- ◆ Ability to develop rapport quickly and easily.
- ◆ Ability to work independently without direct supervision.
- ◆ Ability to meet deadlines.
- ◆ Ability to work in a constant state of alertness.
- ◆ Proficiency in spelling, punctuation and written sentence structure.
- ◆ Ability to utilize a variety of office machines.

**Physical Demands:** *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision to operate a motor vehicle. Extensive writing is required and extended periods

## Job Description, Clerical Assistant

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on the computer is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, fax, telephone and personal automobile.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.**

Created: August 5, 2014

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

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REV. 05.16.2020

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*Reviewed by Board of Directors 3.18.2021*