

POSITION DESCRIPTION**CLERICAL SUPPORT (TEMPORARY POSITION)**

Human Resources
Administrative Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Clerical Support (Temporary Position)

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt in the Human Resources Department. The incumbent has responsibility for providing a variety of clerical support to Human Resources staff.

The incumbent reports to the Director of Human Resources and performs duties by working independently under standard practices and referring questionable situations to the on-site Human Resources Director or Human Resources staff, as appropriate. This position requires preparing document folders, sorting and filing documents, and retrieving documents from files. In carrying out position duties, he/she performs in accordance with standard administrative practices, professional ethics and established Region Ten policies and procedures.

The HIPAA access level for this position is Level Four

The essential functions of this job are starred below (*) under "Major duties." "Major duties are assigned in keeping with the goals and mission of the program.

1. *Support Human Resources Department staff by completing miscellaneous clerical tasks such as copying, faxing, filing, sorting mail, etc.
2. *Maintain a pleasant, professional demeanor while completing tasks.
3. *After training, be able to complete tasks independently.
4. *Be reliable in attendance and in completion of tasks.
5. Be willing to ask questions as appropriate.

QUALIFICATIONS:

The incumbent must possess the following knowledge, skills and abilities:

Knowledge of:

1. standard office practices;
2. manual and automated alpha and numeric filing systems;
3. standard English;
4. computer data entry.

Skills in:

1. using office machines to include fax, photocopier, personal computer; and
2. oral and written communication.

Abilities to:

1. interpret and follow oral and written instructions;
2. learn new practices, procedures and equipment;
3. organize and accurately store information for easy access; and
4. work well with others.

ADMINISTRATIVE PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Administrative Performance Evaluation Standards.

POSITION LOCATION:

Region Ten Community Services Board
502 Old Lynchburg Road
Charlottesville, VA 22903

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POSITION ORGANIZATION CHART

Director Human Resources
|
Clerical Support
(Temporary Position)

GRADE: 4

SCHEDULE: Approx. 10-15 hours/week (days/hours variable and will be arranged with supervisor)

Position Description Updated: January 10, 2019

I have reviewed this job description and acknowledge the duties as well as the KSAs (knowledge, skills and abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date